



**FIRLE ROAD SEAFORD  
EAST SUSSEX BN25 2JB**

**Teaching Assistant (term time only)**

**Location - Approximately 8 miles from Eastbourne and 12 miles from Brighton**

**Salary Information:-** Scale 3 Pt 5-6 = TTO salary £22,104 to £22,454

***"A wonderful, warm, nurturing place to work"***

Bowden House School is a specialist SEMH provision for boys, offering both day and residential placements for up to 40 students.

Our students are taught in small classes, typically 4 to 6 pupils, with the support of an Assistant Teacher in every lesson. Many of our young people have experienced disrupted education, including significant periods out of school and multiple failed placements. Our "stage not age" approach allows students to re-engage with learning and achieve success at their own pace.

At Bowden House, you will be part of a close, committed, and highly supportive team. We pride ourselves not only on the quality of our teaching, but also on the exceptional care we offer to our students. Working here can be challenging at times, but it is also immensely rewarding, offering creativity, collaboration, and a strong sense of purpose.

We are looking for a resilient, compassionate, and flexible Assistant Teacher to support our students in both their academic and personal development. You will help to deliver engaging, purposeful lessons alongside teachers, and you will be a vital part of building trust and nurturing progress for our young people.

Previous experience of working with young people is helpful, but not essential — more important is a commitment to making a difference, a willingness to learn, and a curiosity about how young people grow and thrive. Full training will be provided, including enhanced safeguarding, attachment and trauma training, Team Teach, MIDAS, and first aid.

If you are someone who believes in the power of relationships, can offer patience and creativity, and are ready to join a wonderful community of staff and students, we would love to hear from you.

***"Nobody cares how much you know until they know how much you care."***

**Key Information:**

- Full-time, term-time only (plus training days)
- Full training provided
- Opportunities for progression
- Strong teamwork and supportive environment
- Flexible and resilient approach essential
- Experience of working with young people desirable but not essential

Candidates must have been educated to at least GCSE standard or equivalent

For an application pack, please contact the school on 01323 893138,  
visit the school website [www.bowdenhouse.towerhamlets.sch.uk](http://www.bowdenhouse.towerhamlets.sch.uk)  
or email [admin@bowdenhouse.towerhamlets.sch.uk](mailto:admin@bowdenhouse.towerhamlets.sch.uk)

**Closing date for completed application forms: 15 December 2025**

**Interviews dates TBC**

The school is committed to the Safeguarding and Protection of Children. We appoint staff in positions of trust and it is our duty under Safer Recruitment to ensure that they are fit to work with vulnerable young people. References and an enhanced DBS that are satisfactory to us, will be a condition of the appointment. It is an offence to apply for this role if you have been barred from engaging in regulated activity relevant to children.

We shall ensure fairness and equal opportunity throughout our workforce and in service delivery. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age.

Online searches may be carried out as part of due diligence checks for shortlisted candidates.



## **Teaching Assistant**

Thank you for your interest in the advertised post.

Bowden House School is a residential, special school maintained by the London Borough of Tower Hamlets. All students attend on a weekly, residential basis although there is the facility to admit students who live local to the school, to attend on a daily basis. All students have EHC Plans aimed at addressing their Social, Emotional and Mental Health difficulties.

The Job Description and Person Specification fully outline the requirements of this post and we welcome applicants who are clearly able to demonstrate their knowledge and experience in a similar role. Ofsted Reports; Policies & Procedures together with details of the specialist staff supporting the work undertaken in this school, are available on the school's web-site [www.bowdenhouse.towerhamlets.sch.uk](http://www.bowdenhouse.towerhamlets.sch.uk)

The school delivers a comprehensive Induction Programme and the successful candidate will be required to undertake a range of mandatory training courses. Where appropriate, external training will be made available as part of the postholder's Continued Professional Development.

To meet the needs of our students, the school aims to:-

- create a school community where students participate, excel and are proud of their achievements
- nurture and support all students to make consistent and positive progress in their educational and social development
- encourage the students, staff, parents/carers to work together as a team.

We look forward to receiving your application.

Emmanuel Lawal  
Chair of Governors

## **JOB DESCRIPTION**

**Post Title:** Teaching Assistant

**Hours:** 35 hours per week term-time only

**Grade:** Scale 3 Pt 5-6

**Responsible to:** Head of Education, Class teacher and Senior Leadership Team

### **Purpose of the job:**

To assist the teacher by supporting teaching and learning in order to raise the standard of children's achievements, particularly in literacy and numeracy skills.

### **Major duties and responsibilities:**

1. To work with individual children and groups under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.
2. To assist the class teacher in keeping records of children's progress and achievements and contribute to the teacher's planning for individual and groups.
3. To provide practical support to the class teacher in maintaining a purposeful, orderly and supportive environment for learning.

### **Job activities:**

1. To use a range of support methods and resources, appropriate to the needs of individuals and groups as directed by the class teacher/SENCO. Meet regularly with the class teacher/SENCO to plan and review support.
2. To contribute to the teacher's feedback on children's progress to parents and relevant professionals.
3. To identify and respond appropriately to individual differences, under the guidance of the class teacher/SENCO.
4. To support the development of children's skills of organisation and collaboration and promote independence and positive attitudes towards learning.
5. To contribute to the organisation of the classroom eg through preparation and management of resources.
6. To assist teachers in setting high expectations of children's work and behaviour and support the School's Behaviour Policy.

7. To give active support to the LEA's inclusive education policy.
8. To share responsibility for pupils' welfare and pastoral care and the supervision of children outside the classroom, eg during break times.
9. To accompany children and their teachers on educational visits and to contribute to the development of closer links between home and school.
10. To attend relevant INSET, as requested, in order to be updated about the school curriculum and policies.
11. Ensure that all duties and responsibilities are discharged in accordance with the School's Health and Safety at work policy.
12. To participate in the School's performance management scheme, ensuring that performance standards/targets are set and met within the agreed timescales.
13. To comply with the School's Equal Opportunities Policy and assist with its development and promotion within the section.
14. As directed, the postholder will undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.

## **PERSON SPECIFICATION**

### **Teaching Assistant**

#### **Requirements (Essential unless stated otherwise)**

##### **1 Qualifications / Education / Knowledge**

- 1.1 Education to GCSE standard (or equivalent)
- 1.2 Basic understanding of the developmental needs of young people
- 1.3 Qualification in the care/education of young people (desirable)

##### **2 Experience**

- 2.1 Classroom experience within the 9-17 year age range (desirable).
- 2.2 Experience of working with young people who have significant emotional needs (desirable).
- 2.3 To have worked as a team member of the management of young people who have statemented "emotional and behaviour needs" (desirable).

##### **3 Abilities (Aptitude and Skills)**

- 3.1 Ability to relate and help supervise pupils
- 3.2 Communicate sensitively and clearly with children, young people and adults individually and in small groups.
- 3.3 Ability to motivate reluctant young people.
- 3.4 Ability to deal with aggression and unacceptable behaviour from young people at a personal level.
- 3.5 Ability to work with emotionally damaged young people in a non-judgemental way.
- 3.6 Adaptability; ability to work throughout the school
- 3.7 To be competent in the use of ICT equipment

##### **4 Personal Qualities**

- 4.1 To maintain inter disciplinary rapport; be supportive to colleagues and present a consistent approach to the pupils
- 4.2 To be able to develop positive relationships with colleagues and pupils.
- 4.3 Patience; tolerance and stamina to work with emotionally needy young people.

4.4 Sympathetic approach to pupils and understanding of the need for confidentiality.

4.5 Understand the need for team work

## **5 Circumstances of the Post**

5.1 Have the capacity to work with disaffected young people in a variety of situations.

5.2 Have resilience and stamina both physically and emotionally

## **6 Equal Opportunities**

6.1 All candidates must be able to respect the "Equality of Opportunity" as an integral part of all the work at Bowden House School and be able to carryout duties with regard to this policy.