



SEND Support Assistant (VI)

Candidate Pack



**BELMONT
ACADEMY**



Start Date: June/July 2025

Location: Erith

Welcome letter from our Deputy CEO

Belmont Academy is looking for a creative and committed individual to join our staff team. The successful candidate will be highly organised with a passion to make a difference to the lives of our young people and work effectively as part of a team.

Belmont is a mainstream primary school in the London Borough of Bexley, with a virtual Resource Provision for pupils with a visual impairment, physical disability and/or medical need. The school converted to an academy in April 2019 and joined London South East Academies Trust.

Belmont Academy is a popular, oversubscribed school that serves a diverse and growing community. As a two-form entry school with a part-time Nursery provision for 26 pupils, the school continues to be a 'Good' school following its Ofsted inspection in July 2023, providing an exceptional learning experience to all of its pupils'.

Belmont Academy can offer the successful candidate the opportunity to work within a supportive and welcoming environment, develop a wide range of new skills and experience within education along with training and expertise in SEND.

You will need:

- A positive and dynamic attitude and approach;
- A commitment and passion for inclusion; contributing positively to the learning journey of pupils with a visual impairment;
- Excellent communication and interpersonal skills.

At Belmont Academy we can offer the successful candidate an opportunity to:

- Develop new skills and knowledge;
- Make a real difference to the lives of our children;
- Develop within a successful primary school and multi-academy Trust, working with experienced teaching practitioners and a stable leadership team;
- Work with and be supported by a Qualified Teacher of the Visually Impaired;
- Be part of a forward thinking dynamic team who are open to new ideas and ways of developing practice further;
- Work within a school and Trust that is committed to staff wellbeing and actively support and promotes a positive work/life balance;
- Access to high quality CPD with opportunities for progression.

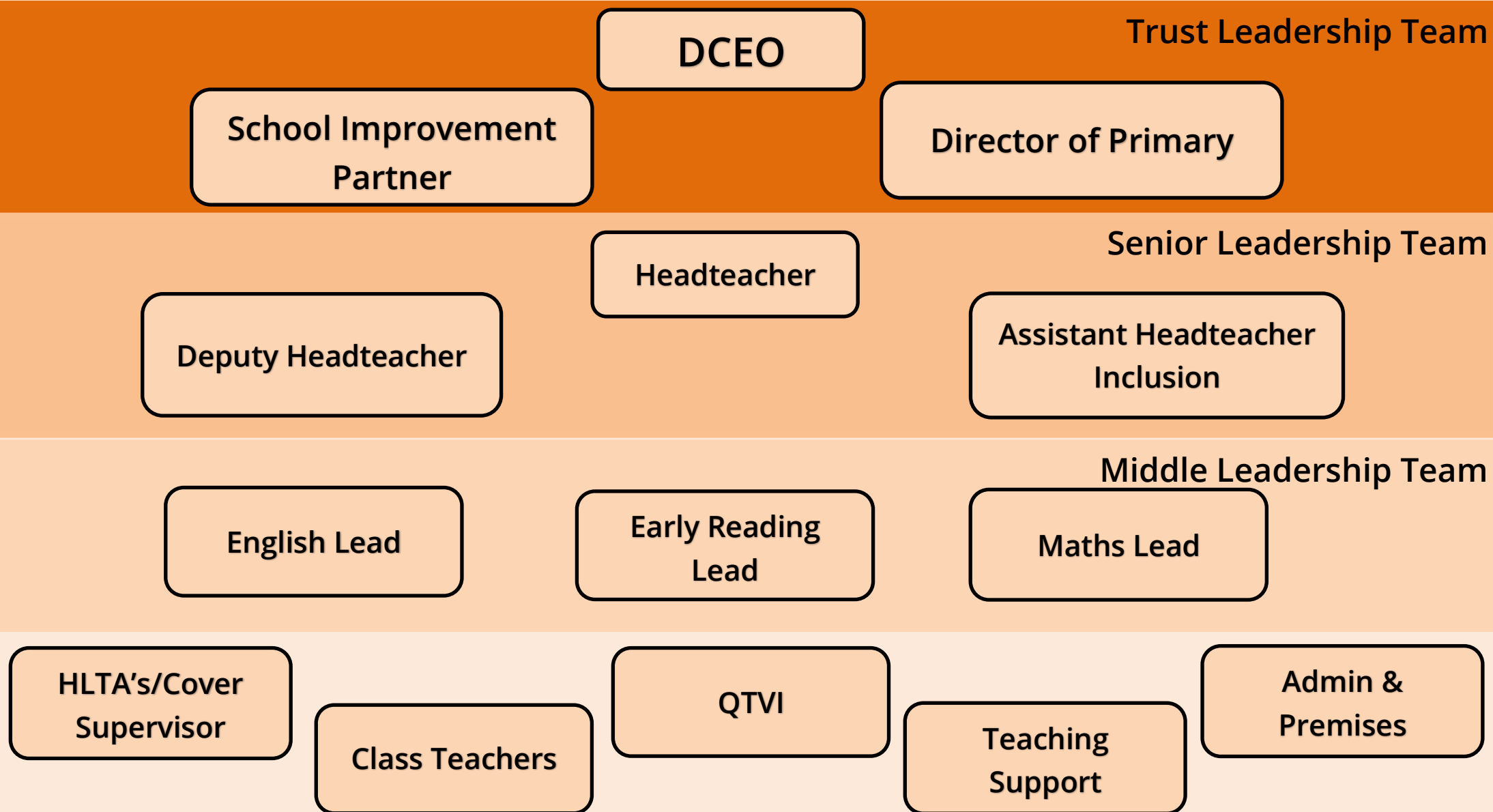
As part of London South East Academies Trust (LSEAT), the school benefits from the trust-based systems that have been successfully embedded as well as support, guidance and expertise.

London South East Academies Trust is a thriving multi-academy trust that prides its self on providing outstanding education and training for children and young people while supporting schools to retain their identity and community. The Trust has had sustained growth in the South East and its continued growth will add additional expertise, support and progression opportunities in the future.

Neil Miller
Deputy CEO



Staff Structure



Job Description

Job Title:	SEND Support Assistant – Visual Impairment
Salary:	H18 - £27,946 pro rata 20 hours per week, term time only (38 weeks per year)
Contract type:	Permanent
Reporting to:	QTVI and Inclusion Lead

Belmont is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks. Belmont is committed to creating a diverse workforce and will consider all qualified applicants for employment.

Main Purpose:

The SEND Support Assistant will:

- Work collaboratively within the SEND VI team working alongside the QTVI and teaching support staff;
- Assist in the creation and transcription of texts and resources including some use of braille;
- Adaptation and modification of learning tasks to ensure accessibility for VI pupils;
- Promote independence, self-esteem and social inclusion.

Qualities:

- Build positive and respectful relationships across the school community;
- Be passionate, resilient and dynamic when supporting others;
- Understand the importance of working together as a team;
- Uphold public trust in the school and maintain high standards of ethics, behaviour and professional conduct;
- Serve in the best interests of the school's pupils.

Teaching Support:

- Liaise with Class Teachers, teaching assistants for VI pupils to discuss activities and resources.
- Work alongside teaching colleagues to plan, evaluate and adjust learning activities and materials as appropriate.
- Work closely with the Class Teacher so as to maximize inclusion of pupils including translating to and from braille where required (training provided).
- Monitor and evaluate pupils' access to resources in collaboration with the QTVI against targets.
- Assist in the development, implementation and monitoring of systems related to learning.

Learning Support:

- Prepare high quality learning materials using braille, audio resources and in tactile form (training will be provided)
- Read and translate braille (training will be provided)
- Competently use with training and support, a range of specialist equipment to support learning e.g. brailers, laptops with speech software and other specialist equipment.

Job Description *continued*

- Work alongside the teaching team to support pupils who have a visual impairment
- Create new and modified resources including the use of Braille
- Assessment In the assessment of the pupil's progress In order to determine ongoing support/need
- Establish effective working relationships with pupils
- Encourage pupils to become independent learners as far as possible.
- Promote and reinforce self-esteem and confidence.
- Liaise with the QTVI and teaching staff regarding planning in order to modify curriculum material in a timely manner
- Implement agreed learning activities specific to the needs of a non-sighted learner and adjust activities according to pupil responses/needs.
- Be aware of and appreciate a range of activities, courses and organisation that can support pupils to broaden and enrich their learning.

Professional Development:

- Engage with appropriate training opportunities to promote professional effectiveness in the role to improve pupils learning;
- Engage in the coaching and mentoring ethos of the school;
- Actively engage and contribute to the performance management process;
- Attend and participate in meetings where required
- Recognize own strengths and areas of expertise and use these to advise and support others;
- Assist the QTVI in the training and development of staff.
- Where required, assist in the supervision of VI pupils on trips and visits.

Communication:

- Demonstrate highly effective communication skills with all stakeholders;
- Develop effective positive working relationships with colleagues;
- Consider the views of both pupils and colleagues and respond appropriately;
- Use direct face-to-face communication in the workplace to promote open dialogue where possible;
- Engage and provide input during staff CPD training and working groups as required and relevant to the role;
- Ensure emails are viewed and responded to frequently.

School Culture and Behaviour:

- Create a culture where pupils experience a positive and enriching school experience;
- Uphold educational standards in order to prepare pupils from all backgrounds for the next phase of education and life;
- Uphold public trust in the profession and maintain high standards of ethics and behaviour both within and outside of school;
- Ensure a culture of professionalism;
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in school;
- Promote and model high expectations and aspirations for all pupils;
- Promote equal opportunities within the school and seek to ensure the implementation of the school's equal opportunities policy;
- Safeguard and promote the welfare of children and young people;
- Actively support and deliver the school's vision and values.

Job Description *continued*

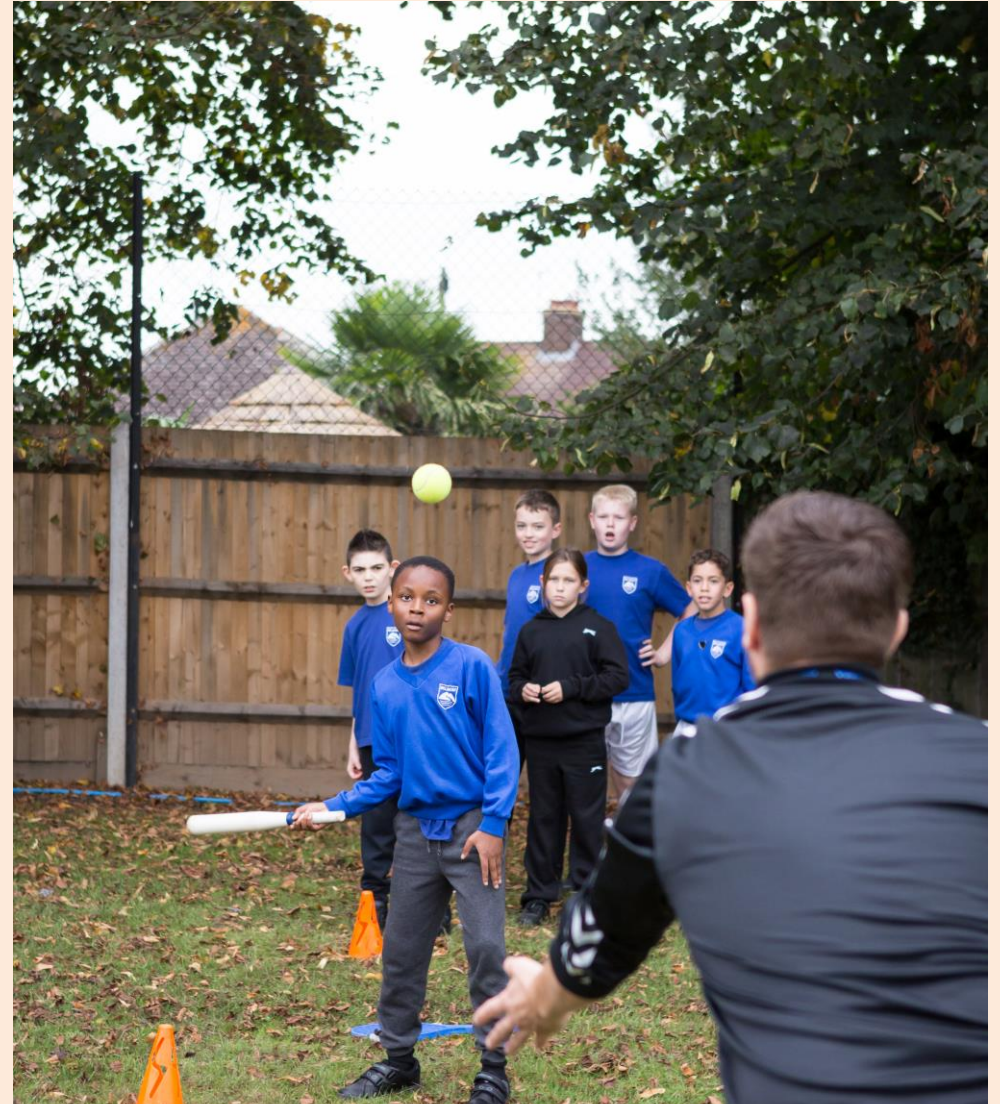
At Belmont Academy we can offer the successful candidate an opportunity to:

- Make a real difference to the lives of our children;
- Develop within a successful school and multi-academy Trust, working with other experienced staff at school level and within LSEAT;
- Work with and be supported by a Qualified Teacher of the Visually Impaired;
- Be part of a forward thinking dynamic team who are committed to developing an exceptional culture for learning;
- Access high quality CPD to facilitate development and growth;
- Work within a school and Trust that promotes staff wellbeing and a positive work-life balance.

All staff are required to safeguard and promote the welfare of the children and follow school policies and the staff code of conduct.

Other Areas of Responsibility:

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that class teachers carry out. The post-holder may be required to do other duties appropriate to the level of the role.



~ Resilient ~ Respectful ~ Kind ~ Honest ~ Responsible ~

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> GCSE Level 4 in English and Maths (Grade C or Functional Skills Level 2) 	<ul style="list-style-type: none"> Braille to UEB Stage 2. NVQ Level II qualification or equivalent 	<ul style="list-style-type: none"> Application form Certificates
Experience and Knowledge	<ul style="list-style-type: none"> Previous experience supporting pupils with a disability. Previous experience working with or caring for children of primary school age. Administrative experience including the use of software packages Understanding of child development and the different ways children learn. Knowledge and commitment to safeguarding procedures for safeguarding children. 	<ul style="list-style-type: none"> Experience of supporting children/young people with a visual impairment. Understanding of the implications of visual impairment on children and their families. 	<ul style="list-style-type: none"> Application form Reference
Skills and Abilities	<ul style="list-style-type: none"> Confident using technology including touch typing and keyboard short cuts. Understanding of equal opportunities prevalent to education and how these are effectively addressed; Anticipate problems, develop creative solutions; Listen to and reflect on feedback from others; Excellent communication skills and high levels of oral, written and ICT skills; Able to build and maintain positive relationships with pupils, colleagues and other stakeholders; Active listening skills Ability to accept supervision and respond to instructions, guidance and feedback from others; Practical skills to contribute to the preparation and adaptation of educational resources High standards of written and spoken English. 		<ul style="list-style-type: none"> Application form References Interview Specific tasks at interview (written task, discussion, presentation)
Drive and Ambition	<ul style="list-style-type: none"> Ambitious for the school and self; Commitment to the promotion of the school aims, values and ethos; A solution focussed mind-set and determined approach to raise standards using initiative and independence; Positive outlook and attitude; a lively, creative and good humoured approach; Genuine concern for the welfare of staff and pupils. 		<ul style="list-style-type: none"> Application form References Interview
Personal Qualities	<ul style="list-style-type: none"> Able to work under pressure, high levels of resilience and manage own workload; A strong sense of loyalty, integrity, enthusiasm and dynamism with a desire to work collaboratively within a team; A strong sense of professionalism, commitment to upholding standards and setting an appropriate example; Excellent attendance and punctuality; An understanding of and commitment to Belmont and LSEAT Trust policies. 		<ul style="list-style-type: none"> Application form References Interview

How to apply:

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:

Sue Gonzalez/Suzanne Sugden, Belmont Office Managers:

susan.gonzalez@belmont.lseat.org.uk

suzanne.sugden@belmont.lseat.org.uk

or 01322 432057.

Should you wish to find out further information regarding the school or the position, please do contact us to arrange to speak to our Assistant Head Inclusion Lead Kate Law, and/or our QTVI Alison Hollands, by contacting the school on the number shown above or via the general office email address: office@belmont.lseat.org.uk

Closing date: Friday 6th June 2025

Interviews: TBA



Belmont Road
Erith
Kent DA8 1LE