

Parish C.E. Primary School, Part of the Aquinas Trust

<http://www.parishceschool.com/> www.aquinastrust.org

Application Pack

SEN Teaching Assistant – 17.5hrs

Required for: ASAP

BUILDING LEARNING, FRIENDSHIPS AND FAITH



SEN SUPPORT ASSISTANT

We are looking for an enthusiastic, highly motivated, patient individual, who has an interest in SEND and a passion for teaching and learning, to work within our school setting. The role will be classroom based, working alongside pupils who have an Education Health Care Plan. Our aim is to provide an inclusive, broad and balanced curriculum for all learners. Working under the guidance of teachers, you will help pupils to access learning within the classroom and outdoor learning environments. Applicants should be confident in following teacher planning and implementation in class support. An understanding and previous experience of working with children with ASD/Social Communication Difficulties is desirable. Some knowledge of Makaton, Sensory Integration and PECS would be an advantage.

Your responsibilities would include:

- Supporting children within a class/group/1-1 with additional needs.
- Working in our mini provision room supporting pupils with EHCPs.
- Working with the Class teacher and other support staff to prepare resources and deliver lessons.
- Having a flexible approach to behaviour management.
- Being a positive and solution-focused member of the team.

Our ideal candidate will have:

- Experience of working with SEN children.
- An understanding of how to support children and aid their development.
- An ability to deploy strategies to allow learners to engage with the curriculum creatively.
- Ability to follow a given learning plan and ability to work on own initiative.
- An understanding of effective behaviour management techniques.
- Very good numeracy/literacy skills; GCSE grade C or above

In return, we offer:

- A caring and considerate environment where everyone is valued.
- A highly skilled and experienced team with enthusiastic and engaging children.
- A distinctive local context ensures we place inclusiveness at the heart of all we do.

Parish CE Primary School is committed to safeguarding the young people in our care and we expect all our staff to share this commitment.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

Closing date for applications:

9am Monday 9th November 2026

We reserve the right to withdraw the vacancy, should we find a suitable candidate.

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to Aquinas.recruitment@aquinatrust.org. Alternatively, submit your application to the HR Officer, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ. All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview.

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained. All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

INTERVIEWS

Candidates will be invited for interview.

Interviews:

Tuesday 17th November 2026

APPOINTMENT

All candidates will be contacted following interview.

Appointment to commence:

ASAP

SAFEGUARDING

Parish CE Primary School is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

RETENTION

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records policy.

JOB DESCRIPTION

DETAILS

Job Title:	SEN Teaching Assistant 17.5hrs
Grade:	Aquinas Grade A3 (Full time salary £26,273.00 - £27,649.00 p.a.)
Actual Pro rata salary:	£10,936.94 p.a. - £11,509.74 p.a.
Hours:	17.5 hours per week, 5 hours per day 8:45-12:15
Weeks:	39 weeks per year (term time only)
Contract:	Permanent
Accountable to:	Teacher, SENCO and Headteacher

The main purpose of the role is to:

- Support a small group of children in their educational and social development.
- Provide support for pupils with special educational needs or disabilities.
- Help pupils to access learning within the classroom and outdoor learning environments.

The following list of responsibilities and duties are not exhaustive.

AREAS OF RESPONSIBILITY AND KEY TASKS

Support for Pupils

- Attend to the pupils' personal and physical needs, including any medical procedures following appropriate training.
- Implement related personal programmes such as social, health, physical, hygiene, first aid and welfare matters.
- Support pupils with classroom learning and individual learning plans.
- Establish good relationships with pupils.
- Supervise and support pupils ensuring their safety and access to learning.
- Be aware of and respond appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities.
- Encourage pupils to act independently as appropriate.
- Supervise and direct pupils throughout the day.
- Supervise and support pupils ensuring their safety and access to learning.

Support for Teacher

- Prepare the classroom for lessons and clear afterwards.
- Be aware of pupil concerns, progress and achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support in managing pupils' behaviour, reporting difficulties as appropriate.
- Gather and report information from and to parents or carers as directed.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour. Always demonstrate compassion and positivity.

Support for Curriculum

- Support pupils to understand and follow instructions.
- Support pupils in accessing areas of the curriculum as appropriate.
- Monitor and record pupil progress against agreed targets.
- Plan and implement, alongside other professionals, agreed interventions as appropriate.
- Implement literacy and numeracy interventions as directed and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.

Resources

- To create and maintain a working area that is a pleasant, tidy and well organised working environment.
- To ensure that equipment and other resources are properly cared for.
- To take care of equipment and furniture with any damage or defects to fabric or equipment are reported to the class teacher and/or Headteacher as appropriate.

Expectations

- Support and uphold the aims and the ethos of the school.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and report all concerns to an appropriate person.
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organization.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the DSL is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be reviewed annually in consultation with the Head Teacher

Equalities

Ensure implementation and promotion in employment and service delivery of the Trust's equality policy and statutory responsibilities.

PERSON SPECIFICATION		
SEN TEACHING ASSISTANT		
Personal Specification	Essential	Desirable
Qualifications and Experience		
Full and relevant qualification in CACHE/NVQ Level 3 – minimum		✓
Previous experience working with SEN children	✓	
First Aid Training		✓
Previous experience working in a school setting		✓
GCSE equivalent of grade C and above in both Maths and English	✓	
Effective use of ICT to support learning	✓	
Experience in caring for those who have challenging behavior or complex learning difficulties.		✓
Knowledge of safeguarding procedures	✓	
Organisation		
Ability to plan and organise	✓	
Ability to recognise and identify problems	✓	
Ability to record and pass on information accurately	✓	
Ability to cope with many roles/responsibilities	✓	
Understand the importance of parental involvement.	✓	
Professional Skills and Interests		
Ability to encourage and enable others to develop their full potential	✓	

Any extra interests related to childcare eg Childminding, Brownie Leader etc.		✓
Personal Qualities		
Must be willing to uphold the school's nurturing and inclusive vision with high expectations for all.	✓	
Ability to build relationships and to lead and work as part of a team.	✓	
A friendly, helpful, caring and flexible approach.	✓	
Open-mindedness, patience and compassion	✓	
A commitment to equal opportunities	✓	
Ability to maintain confidentiality in all school matters	✓	
High level of self-confidence		✓
Ability to relate well to other professionals	✓	
Ability to physically fulfil the responsibilities of the post	✓	
Willingness and ability to attend appropriate meetings and training	✓	
Flexible approach	✓	
Professional personal presentation	✓	
Excellent punctuality	✓	

HEALTH & SAFETY FUNCTIONS

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	X