



Growing together in ambition, confidence and kindness



Job Application Pack - SEND Teaching Assistant

Salary: WSCC Grade 3.4

Start date: As soon as possible

One positions - 1 x Full time - Fixed Term Contract until 31st August 2026

Closing Date: Monday 16th March at 9am

Interview Date: Thursday 19th March

Letter from our Headteacher

Thank you for your interest in joining us at Sidlesham Primary School.

On behalf of our children, staff and governors, I am delighted to welcome you to our school community.

Set in the heart of Sidlesham village, surrounded by open countryside and just moments from the coast, our school is deeply rooted in its rural and coastal heritage. We are proud of our strong links with the local church and wider community, which help to shape a rich and meaningful experience for every child.

At Sidlesham Primary School, our purpose is clear: to secure the very best life chances for every child through an inspiring, high-quality education.

Everything we do is driven by our core values:

Ambition. Confidence. Kindness.

- Ambition means we believe every child can achieve highly. We provide a rich, knowledge-led curriculum and maintain high expectations so that pupils strive for excellence and take pride in their achievements.
- Confidence means we empower children to find their voice, take risks in their learning and grow into resilient, independent individuals who are ready to contribute to the world around them.
- Kindness means we care deeply about one another and build a community where everyone feels safe, valued and respected.

These values are not just words – they shape our curriculum, our behaviour expectations and our relationships. Our pupils are taught to be *Ready, Respectful and Safe*, and we are relentless in our commitment to high standards alongside warmth and care.

As a small, close-knit school, every member of staff makes a genuine difference. Our team is collaborative, reflective and committed to continual improvement. We are looking for someone who shares our belief that children deserve both excellence and compassion - someone who will contribute positively to our community and help our pupils flourish.

Visits to the school are warmly encouraged - there is no substitute for seeing Sidlesham in action. Please contact the school office to arrange a visit; we would be delighted to welcome you.

Kind regards,



Sophia Koiston

Headteacher

Application Details

Thank you for your interest in the 1:1 SEND Teaching Assistant vacancy we have at Sidlesham Primary School. Further details of the post and the school are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please download, complete, and return our application form, including a covering letter, which clearly demonstrates your suitability for this role. Applications can be submitted via email to sbm@sidleshamprimaryschool.co.uk

Closing Date

Please ensure your application arrives by 9am Monday 16th March.

Interview

Interviews for the role will aim to be held on Thursday 19th March. Further details will be shared with candidates that have been successfully shortlisted closer to the interview date. Shortlisting is planned for Monday 16th March in the afternoon.

Visiting

Sidlesham Primary School is located just south of Chichester. Please contact us to arrange a convenient time to visit and find out more about us before you apply.

Safeguarding

Sidlesham Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Job description: SEND Teaching Assistant - fixed term until 31st August 2026

Job details

Salary: WSCC Grade 3.4

Hours

Full time - 8.30am to 3.10pm including 30 minute unpaid lunch, term time only;

Contract type

Full time - Fixed term - to August 2026

Reporting to

Headteacher

What you need to succeed

To be successful in this role you will need to:

- Have good levels of literacy and numeracy (G.C.S.E. Grade A-C) or above
- Hold classroom support qualifications e.g BTEC, NVQ (desirable)
- Have experience of working in a school or in an educational setting
- Have experience of working with children with a range of special needs
- Show willingness to work under the direction of the class teacher and/or SENCO
- Show sensitivity to the needs of individual pupils with SEND in mainstream school settings
- Have the ability to use the required recording and reporting systems i.e. planning, assessment
- Have the ability to adapt an activity for children experiencing difficulty
- Have the ability to motivate the children in their learning

Sidlesham Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references.

Duties and responsibilities

Key duties

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Work alongside the class teacher and SENCO.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher

- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Work with pupils on therapy or care programmes, designed and supervised by a therapist.
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required

Safeguarding

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

The SEND Teaching Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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 the teaching assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

| Criteria | Qualities |
|-------------------------------|--|
| Qualifications and experience | <ul style="list-style-type: none"> ● Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) <i>Desirable</i> ● GCSEs at grades 9 to 4 (A* to C) including English and Maths ● Experience of working with children |
| Skills and knowledge | <ul style="list-style-type: none"> ● Good literacy and numeracy skills ● Good organisational skills ● Ability to build effective working relationships with pupils and adults ● Skills and expertise in understanding the needs of all pupils ● Knowledge of how to help adapt and deliver support to meet individual needs ● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils ● Excellent verbal communication skills ● Active listening skills ● The ability to remain calm in stressful situations ● Knowledge of guidance and requirements around safeguarding children ● Good ICT skills, particularly using ICT to support learning ● Understanding of roles and responsibilities within the classroom and whole school context ● Understanding of trauma informed practice ● Knowledge of working outside of the classroom. |
| Personal qualities | <ul style="list-style-type: none"> ● Enjoyment of working with children ● Sensitivity and understanding, to help build good relationships with pupils ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding pupil's wellbeing and equality ● A team player |