

Foreword from the Headteacher



Dear Applicant,

On behalf of the children, staff and Local Governing Body at Wellesley Park Primary School we would like to thank you for your interest in joining us and the Blackdown Education Partnership.

I joined Wellesley Park in January 2019 and each day it is an absolute pleasure to work with our children, parents and staff. We have high standards and expectations, all our staff work hard to ensure that every child is afforded the education they deserve, regardless of their background. We need staff to join us who share these very high expectations of themselves and those they work with.

Over the past seven years, we have led a period of significant school improvement, creating a positive, inclusive and ambitious learning environment where every child is encouraged to thrive. We are proud that this journey has been recognised through two successful Ofsted inspections, with our most recent report highlighting the strong practice, high expectations and nurturing culture that are evident throughout the school.

We are seeking two passionate and experienced 1:1 Teaching Assistants for SEND support to join our supportive and forward-thinking team. The vacancies are both part-time positions, working Monday to Friday. It's a fantastic opportunity to be part of a school that values creativity, collaboration, and a commitment to continuous improvement.

If you share these values and believe you can make a positive contribution to our continued success, I would be delighted to receive your application.

Visits to the school are warmly welcomed, in fact encouraged to see for yourself our wonderful school environment and meet our staff and pupils. To arrange a visit, or for further information, please contact the school office on 01823 664876.

We look forward to receiving your application, understanding how you can complement our team, and inspire our children.

Yours sincerely,

A handwritten signature in dark ink that reads 'Wilkins'.

Carly Wilkins
Headteacher



About Our School

Wellesley Park Primary School is a one form entry primary school serving the Wellington community.

Ofsted (2026)

Inspectors commented:



- Leaders ensure that children get off to a flying start in early years.
- Leaders have created an open, welcoming and inclusive culture.
- The curriculum is broad, ambitious and clearly structured. Leaders have given careful thought to how learning builds key knowledge and vocabulary across subjects.
- Staff know their pupils well.
- Leaders are ambitious and have high expectations for all pupils.
- The programme for personal development and wellbeing is given clear priority and leaders ensure it is closely aligned with the school's value and ethos.
- Pupils feel welcomed, known and supported the moment they arrive at school.



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Wellesley Park is a wonderful, caring and community spirited primary school. My two children are thriving here and have many opportunities available to them, such as ukulele lessons, residential trips and outdoor learning (they love making s'mores over the fire!). All the staff at the school are outstanding and they care highly for the children. Wellesley Park has provided my children the best start to their education journey and continues to exceed my expectations. Highly recommend Wellesley Park to everyone!

Catherine – Parent



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Wellesley Park is a thriving and inclusive school community, where all children are valued; all of our pupils are loved, supported, and helped continuously to achieve their own, full potential. Wellesley Park pupils in turn, are kind, hard-working, fun and curious - and we are always so proud of them all!



JOB SPECIFICATION

JOB TITLE:	Teaching Assistant SEN 1:1 Support – 2 x part-time roles
Salary Grade:	Grade 14, point 4 to 6. Pay range £26,016 FTE (£13.48 per hour) to £26,847 FTE (£13.92 per hour). Employers Pension Contribution 19.2%
Deadline:	Monday: 9:00am 2 nd November 2026
Interview:	Wednesday 4 th November 2026
Start Date:	As Soon As Possible
Contract:	Fixed term until 23 rd July 2027 or whilst pupil remains at Wellesley Park due to funding.
Hours:	Morning vacancy 8:30am to 12:30pm: 20 hours per week Afternoon vacancy 12:30pm to 3:15pm: 13hours 45 mins per week
Location:	Wellesley Park Primary School, Wellington

Wellesley Park Primary School is a vibrant and inclusive school at the heart of the Wellington community, educating around 240 children, including those in our all-year-round Nursery provision.

We are incredibly proud to be part of the Blackdown Education Partnership, where strong partnerships, collaboration and a shared commitment to excellence enable us to provide the very best education for every child, regardless of their starting point or background.

We are seeking two passionate and experienced 1:1 Teaching Assistants for SEND support to join our supportive, nurturing and forward-thinking team. Both are part-time positions, working Monday to Friday. One role working mornings and the second working afternoons and supporting during lunchtime.

It's a fantastic opportunity to be part of a school that values creativity, collaboration, and a commitment to continuous improvement. If you are passionate about supporting children with additional needs to thrive academically, socially and emotionally, we would love to hear from you.

We are looking for someone who:

- Has experience of supporting children with Special Educational Needs and Disabilities (SEND).
- Has high expectations for pupil achievement, behaviour, attendance and personal development.
- Builds positive, trusting relationships with children, supporting both their learning and emotional wellbeing.
- Works collaboratively with class teachers, the SENDCo, parents/carers and external agencies to ensure the best outcomes for pupils.
- Is patient, resilient, adaptable and committed to inclusion.
- Demonstrates excellent communication skills and the ability to work effectively as part of a team.

If you meet the requirements of this role, we would love to hear from you. For an informal conversation to find out more about the role, or to visit us at Wellesley Park Primary School please contact Jo Lilley, School Business Manager on 01823 664876 or email jlilley@wellesleypark.bep.ac.

All applications should be made by completing the application via Eteach <https://www.eteach.com/careers/wellesleyparkschool/>, including evidence of how you meet the person specification for the role and should be submitted by 9am on the closing date.

Further details are available within the job description and person specification.

What you can expect from us:

- Eligibility to join excellent pension scheme.
- The option to make Additional Voluntary Contributions (AVCs) to enhance your Local Government Pension Scheme benefits.
- Access to a range of continuous professional development opportunities.
- Trust wide charity events designed to encourage our people to participate in meaningful activities.
- Access to a comprehensive wellbeing programme, offering support, information and guidance on both workplace and personal matters.
- Flexible working opportunities.
- Enhanced special leave provision, including additional time off as part of our 'Personal Day' entitlement which supports employees to achieve a better work/life balance.
- Free on-site car parking.
- On site catering facilities, all of which provide healthy and nutritious meals at a low cost.
- Gym membership. Many of our schools have on-site gyms, the use of which is available to employees at a discounted rate.
- Cycle to work scheme which enables employees to purchase a bike and accessories for their commute to work.
- Free tea and coffee.
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Key Purpose of job:

- To provide high-quality, personalised support for a pupil with Special Educational Needs and Disabilities (SEND), enabling them to access learning, engage fully in school life and achieve their individual potential academically, socially and emotionally.
- Working under the direction of the Class Teacher and SENDCo, the postholder will deliver targeted support that promotes independence, resilience, wellbeing and positive outcomes for the pupil, while fostering their inclusion within the wider school community.
- To contribute to the creation of a nurturing, inclusive and aspirational learning environment where every child feels safe, valued and supported to thrive.
- To play a key role in helping to remove barriers to learning, enabling the pupil to develop positive relationships, engage meaningfully with their education and make sustained progress.
- To work collaboratively with school staff, parents/carers and external professionals, implementing agreed strategies and provision to meet the pupil's identified needs and support positive outcomes.
- To uphold the school's commitment to safeguarding, promoting the welfare of children and maintaining the highest standards of care and professional practice at all times.

Duties and accountabilities of post:

- Provide high-quality, tailored 1:1 support for a named pupil with Special Educational Needs and Disabilities (SEND).

- Support the pupil to access learning across the curriculum, adapting explanations, resources and activities under the guidance of the Class Teacher.
- Promote independence, confidence and engagement in learning.
- Support communication, social interaction and emotional regulation skills.
- Implement and consistently follow SEND support plans, risk assessments and recommendations from external professionals.
- Monitor and record progress and provide feedback to the class teacher and SENDCo.
- Use positive behaviour support strategies and maintain a safe learning environment.
- Promote inclusion and positive relationships with peers.
- Support transitions throughout the school day.
- Support the pupil during unstructured times, including breaktimes, lunchtimes and transitions, promoting social engagement, wellbeing and safety.
- Work collaboratively with parents, staff and external agencies as required.
- To promote the acceptance and inclusion of the pupil(s) with SEND, encouraging them to interact with others in an appropriate and acceptable manner.
- To aid the pupil to learn as effectively as possible both in group situations and on his/her own.
- To always use positive encouragement and supportive approach to reinforce and sustain pupil's efforts and develop self-reliance and self-esteem
- Support the pupil to use learning resources, equipment and materials safely, effectively and with increasing independence.
- Care that the pupil is able to use equipment and materials provided safely
- The ability to motivate and encourage pupil(s) as required, by providing levels of individual attention, built in preparation, reassurance and help with learning tasks as appropriate to pupils' needs.
- Work with the class teacher and SENDCo to monitor, record and evaluate the pupil's progress against agreed outcomes and targets.
- Support the pupil in overcoming barriers to learning by providing tailored assistance in areas of identified need, including communication and interaction, cognition and learning, sensory and physical needs, medical needs, and social, emotional and mental health (SEMH).
- Provide positive encouragement, constructive feedback and timely support to help the pupil remain engaged, focused and motivated in their learning.
- Collaboration with class teacher, SENDCO and other professionals about the completion and following of support plans, contributing to the planning and delivery as appropriate, including marking and feedback.
- Use initiative to adapt tasks and create or modify resources to ensure learning is accessible, engaging and appropriately challenging.
- A flexible approach, with the ability to think around problems and find own solutions quickly.
- Provide additional nurture to individuals when requested by the class teacher or SENDCO.
- A consistent and effective implementation of agreed behaviour management strategies.

Behaviour and Safety

- Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to inspire, motivate and challenge pupils.
- Maintain good relationships with pupils, exercise appropriate authority and act decisively when necessary.
- Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils.

- Have high expectations of behaviour, promoting self-control, resilience and independence of all learners.
- Carry out playground and other duties as directed.
- Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures.

Professional development

- Participate actively in SEND training, professional development and networking opportunities to continually enhance practice and provision.
- Develop and maintain a strong understanding of effective, evidence-informed strategies to support pupils with SEND and additional needs.
- Engage constructively in appraisal, supervision and professional dialogue, demonstrating a commitment to reflective practice and continual improvement.

Team working and collaboration

- Participate in relevant staff meetings, training and professional development activities that support the needs, progress and wellbeing of the pupil and wider school community.
- Work collaboratively as a positive and proactive member of the school team, sharing expertise, contributing ideas and promoting effective practice.
- Build and maintain strong professional relationships with colleagues, recognising opportunities to work together to improve outcomes for pupils.
- Support whole-school initiatives and activities that contribute to the school's vision, values and improvement priorities.
- Engage positively with coaching, feedback and professional dialogue, showing a commitment to continuous improvement and reflective practice.
- Provide cover for absent colleagues where appropriate and reasonably required, ensuring continuity of support and learning for pupils.

Other

- To have professional regard for the ethos, policies and practices of the school in which you work and maintain high standards in your own attendance and punctuality.
- Undertake any other duties required by the Headteacher or SENDCo.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

Person Specification - Knowledge, Skills & Experience

The successful candidate must be able to demonstrate the following specific attributes.

Qualifications	Essential	Desirable
Good basis education to GCSE level in Maths and English or the equivalent	✓	
Certificate or Qualification in Childcare and Education		✓
Team teach training		✓
Experience	Essential	Desirable
Experience of working with children	✓	
Previous experience of working with children with attachment		✓
Skills and Knowledge	Essential	Desirable
Assist children on an individual basis, but also work as a member of a team.	✓	
Explain tasks simply and clearly.	✓	
Child development and the ways in which children learn	✓	
Roles played by various adults in a child's education	✓	
Equal opportunities for all children	✓	
An interest in issues relating to teaching and learning	✓	
Supervise and control children and adhere to defined standards.	✓	
Demonstrate good organisational skills.	✓	
Experience and appreciation of the uniqueness of ASD children		✓
Monitor, record and make basic assessments about individual progress.		✓
Suggest alternative ways of helping children if they are unable to understand		✓
Demonstrate the ability to learn and adapt from past experience		✓
Behaviours		
Understanding of and commitment to equality and diversity.		
Empathy with other Trust teams and Schools		
Understanding of and commitment to Trust Values		
Capacity to work as part of a team as well as individually without supervision and under Pressure.		
Demonstrate a positive and pro-active approach to work and focussed on outcomes		
Demonstrate creativity, flexibility and responsiveness to change		
Commitment to continuous professional development of self and others to maximise skills/experience.		
Other		
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school		
Ability to work under pressure and prioritise effectively		
A commitment to maintaining confidentiality at all times		
Ability to work flexibly: self-evaluative adapting to changing circumstances and new ideas.		

A commitment to safeguarding and equality
Sense of humour
Highly organised with the ability to meet tight deadlines.
A commitment to ongoing relevant professional self-development
Patience: showing warmth, care, sensitivity and interest when dealing with children and carers.
Enthusiasm
A commitment to inclusion.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____