



Lead Teaching & Learning Assistant – SEND Unit

Job Title:	Lead Teaching & Learning Assistant – SEND Unit
Contract Type:	Full-time, Permanent
Reports to:	SEND Team
Pay Range:	SCP 8 – SCP 12 plus Additional Responsibility Payment of £1,000.00.
Working Pattern:	39 weeks per year (Term-time + 5 INSET Days)
Working Hours:	37 hours per week, Monday – Thursday between 08.00 – 16.00 and Friday between 08.00 – 15.30.

Are you passionate about helping children with complex needs achieve their full potential?

We are excited to offer a unique opportunity for a Lead TLA within our SEND Unit. In this role, you will take the lead in establishing the provision and building strong communication with parents. You will work closely with and be supported by the SEND Team.

Purpose of the job:

- To support the work of the SEND Team in raising standards for pupils with Special Educational Needs in the SEND Unit.
- To provide specialist skills and knowledge at an advanced level in the SEND Unit.
- To lead specific sessions for pupils with SEND in the SEND Unit.
- To provide support in addressing the needs of pupils who require help to overcome barriers to learning.
- To set up the designated provision in the SEND Unit.
- To follow, maintain and promote the school core values.

Duties and Responsibilities:

- Use specialist skills/training/experience to support pupils across the primary age range in the SEND Unit.
- Assist with the implementation of EHCPs.
- Assist the SEND Teacher in raising the achievement of all pupils.
- Work with individual pupils or groups as required.
- Contribute to the preparation of lessons and assist in the selection and preparation of teaching resources to meet pupils' needs and interests.
- Supervise and assist individual or small groups of pupils in activities.
- Contribute to the maintenance of appropriate records.
- Carry out observations and assessments as appropriate.
- Carry out intervention programmes, in the classroom or other teaching area.
- Liaise with the SEND Team regarding the progress and future needs of the pupils.
- Lead teaching sessions.



Castleview School

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Headteacher: Miss Rebecca Austin

Pupil Well Being and Personal Development:

- Assist with maintaining good behaviour of pupils and using individual behaviour strategies.
- Provide additional care for pupils with needs (learning, behavioural, physical, medical) as part of a planned programme.
- Build and maintain good relationships with pupils, ensuring the care, health and welfare of pupils always, including the willingness to dress and undress, the toileting, and the cleaning of pupils, where necessary after appropriate training.
- Assist pupils with physical needs and difficulties.
- Establish and maintain appropriate working relationships with parents, staff and other adults involved in pupils' education.
- Follow school procedures for safeguarding, reporting any concerns regarding pupils' safety and welfare to designated staff.

The Quality of Provision:

- Assist in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development.
- Maintain a high standard of provision which pupils can thrive in.
- Assist the SEND Team and contribute to resourcing and EHCP reviews as necessary.
- Maintain a safe and purposeful learning environment.
- Supervise pupils in different contexts, always ensuring their safety.
- Establish constructive relationships between all members of the school community, including parents, support staff and other agencies such as Educational Psychologists and Speech Therapists.
- Develop skills and knowledge of ICT, particularly in supporting pupils with Special Needs.

Staff Management and Development:

- Leads and manages Teaching & Learning Assistants in the room, fostering a shared sense of direction, pride, and motivation among staff.
- Monitors staff and ensure the effectiveness on education in line with policies, procedures and core values.
- Identifies staff training and developmental needs, planning with the SEND Team to ensure these needs are met.

Closing date: Monday 8th June 2026 at 10AM

Interview date: Week Commencing Monday 15th June 2026.

Castleview Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Any job offer will be subject to a satisfactory DBS, Medical checks and Employment References.