

Mulberry

Baird Primary



Mulberry Baird Primary

SEN Teaching Assistant (Permanent Contract – 28 hours per week) £17,870 per annum Grade 4 points 9-10 working day to be discussed with the Principal

Breakfast Club Assistant – (Fixed term contact until 22nd July 2027 – 5 hours per week) £3141.84 per annum Grade 3.7 – 7.30am-8.30am Monday-Friday

Both roles are term time only

At the heart of our school is a clear and unwavering purpose: to motivate and inspire every child to thrive, through rich opportunities which challenge educational and social disadvantage. We are committed to striving for excellence in all that we do, and to being a community that is courageous and innovative.

We believe in working together to create a strong sense of belonging, where every child feels valued and nurtured. Through positive relationships and an inclusive approach, we remove barriers and limits to learning, helping children to believe in themselves, seize opportunities and recognise the value of education.

We foster creativity in everything we do and nurture curious learners who are eager to explore, question and grow. We want our pupils to become confident self-advocates, equipped not only for the next stage of their education, but for the wider world beyond primary school.

Our vision is to develop citizens of the future: young people who are compassionate, resilient and ambitious, and who have the desire and confidence to make a positive difference in their communities and beyond.

Expectations of the roles:

SEN Teaching Assistant

To work under the direction of the Principal, in relation to the children with special needs. To work as a teaching assistant as required.

Breakfast Club Assistant

To assist in the day to day organisation of the breakfast club and assist in the provision of quality play opportunities.

Closing date for applications: Tuesday 20th October 2026

Interviews will be held on: Friday 23rd October 2026

Completed application and equal opportunities forms to be returned to Laura Robins, Office Manager – contact@mulberrybaird.org

Candidates wishing to visit the school – and/or have an informal chat before deciding whether or not to apply are also very welcome to do so. Visits/conversations can be organised by calling or emailing Laura Robins, contact@mulberrybaird.org / 01424 425670

Thank you for your interest.

JOB DESCRIPTION

JOB TITLE	SEN Teaching Assistant
EMPLOYER	Mulberry Schools Trust
LOCATION	Mulberry Baird Primary
SALARY	Single Status Grade 4 Points 9-10
RESPONSIBLE TO	Principal
RESPONSIBLE FOR	N/A
MAIN PURPOSE OF THE JOB	To work under the direction of the Principal in relation to the children with special needs. To work as a teaching assistant as required
MAIN TASKS / KEY RESPONSIBILITIES	
1	To teach and deliver Intervention Programmes for SEN pupils in groups, 1:1, or within a class setting.
2	To assist with the writing and reviews of school based plans and assessments
3	To organise and plan sessions such as social skills and fine and gross motor groups.
4	To act as a mentor to Teaching Assistants who are undergoing special needs training.
5	To deliver programmes provided from external and internal therapists.
6	To take a lead role in co-ordinating reviews of pupils’ progress, including liaising with other agencies as appropriate
7	To deliver a lunch-time ‘Nurture’ Group.
8	To produce accurate and up-to-date records and reports as required

9	To liaise with outside agencies e.g. Educational Psychologist, Speech and Language, Sensory Needs, Behavioural Units, Pupil Referral Units etc. Initiate referrals and obtain support from these agencies, and arrange visits and advice for all staff as appropriate, as directed by Head of Learning Support and Senior SEN TA
10	To work as a Teaching Assistant supporting pupils in a classroom environment, including those with special educational needs
11	To use ICT to support you in your role, and in your work with children
12	To undertake observations and assessments of pupils with special educational needs
13	To differentiate and create learning resources to meet the complex needs of the pupils, supporting teaching assistants with resources and advice
14	To attend school/department meetings to contribute to the discussions about individual pupils as directed.
15	To attend Parents' meetings as required, and contribute to the discussions about individual pupil's progress
16	To provide consistent and effective support in line with the requirements and responsibilities of your role
17	To take part in training activities offered by the school and the county to further knowledge
18	To abide by and work towards all the policies within the school e.g. behaviour management, Health & Safety, Equal Opportunities
19	To carry out the above duties in accordance with the Hastings Academies Trust Equal Opportunities Policy.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

JOB DESCRIPTION

JOB TITLE	Breakfast Club Assistant
EMPLOYER	Mulberry Schools Trust
LOCATION	Mulberry Baird Primary
RESPONSIBLE TO	Principal
RESPONSIBLE FOR	Breakfast Club
MAIN PURPOSE OF THE JOB	To assist in the day to day organisation of the breakfast club and assist in the provision of quality play opportunities.
MAIN TASKS / KEY RESPONSIBILITIES	
1	To provide safe, creative play opportunities, preparing activities, organising the programme etc
2	To provide full care for the children including providing breakfast.
3	To provide positive and firm control by implementing the school discipline/behaviour policy.
4	To deal with cases of unruly or unsocial behaviour by pupils where appropriate, or report the incident immediately to the Principal or club co-ordinator.
5	To ensure that any injury or sickness of pupils is reported immediately to the First Aider or Principal and the office. (Where appropriate, administer basic first aid and record all details in the first aid book.) To clean up after sickness of children
6	To mop up and wipe spillage from the floor surfaces or meal tables, and ensure that the eating area is left in a tidy condition.
7	To take part in the day to day administration and record keeping.
8	To liaise closely with parents, school representatives and other childcare and play related agencies
10	To work within agreed policies including child protection, behaviour management, Health and Safety and equal opportunities
11	To carry out the above duties in accordance with the Children’s Services Authority Equal Opportunities Policy.

This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.

There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.

PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS

1. A current First Aid certificate or willingness to undertake training
2. A good level of education especially Maths and English

KNOWLEDGE AND EXPERIENCE

1. An understanding of good quality childcare and of children's development
2. Experience of working with children
3. Sound knowledge of SEN
4. Knowledge of school policies on Child Protection, Health & Safety, Behaviour, Teaching and Learning and Equal Opportunities.
5. Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
6. Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils.

KEY SKILLS AND ABILITIES

1. Ability to provide and facilitate safe, creative play
2. Ability to work as part of a team
3. Ability to follow instructions or work on own initiative as necessary
4. Ability to communicate effectively with parents, carers and other professionals
5. Ability to establish a rapport with pupils and their parents
6. Ability to meet children's individual needs, including those with special educational needs

7. Ability to plan, deliver and evaluate interventions.
8. Ability to deliver programmes provided by therapists
9. Ability to facilitate and contribute to team meetings.
10. Ability to produce accurate and up-to-date records and reports as required.
11. Ability to undertake observations and assessments of pupils with special educational needs.
12. Ability to differentiate learning resources to meet the complex needs of the pupils

Our commitment

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check. This role is considered exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013, 2020 and 2023. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We welcome applications from all members of the community.
The Trust is proud to be part of the government's Disability Confident scheme which underpins our staff and volunteer recruitment practices. If you would like any support or assistance at any stage of the recruitment process please let us know, by contacting us.

