



Warmingham CE Primary School
School Lane, Warmingham, Cheshire, CW11 3QN
01270 526260

Headteacher: **Mrs Kate Appleby**
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A Caring Christian Family Where We Grow Together

9th February 2026

Dear Prospective Candidate,

Thank you for considering joining our team at Warmingham. It is truly a special place - filled with wonderful children who are engaged, eager to learn, and will make you smile every day.

Warmingham is more than just a school; it is a nurturing and inspiring community where children flourish. Our children are inquisitive, kind, and full of potential, making every day both rewarding and exciting.

Not only will you be working with incredible children, but you will also be joining an amazing team of dedicated and passionate educators. We support each other, share ideas, and work together to ensure the very best for our children. Warmingham is a place where great teachers thrive, and where your skills, enthusiasm, and commitment to children will be valued and appreciated.

I warmly invite you to visit us and experience Warmingham first-hand for yourself. We would love to show you around and introduce you to our wonderful children and staff.

You can find the application and supporting information in the application pack below, and if you have any questions, please don't hesitate to reach out.

Kind regards,

Kate Appleby
Headteacher, Warmingham CE School

Vacancy Details

Role: SEN Teaching Assistant and Out of School Club Deputy Manager

Hours: 30 hours per week

Working pattern (Monday to Friday):

- SEN Teaching Assistant: **12:00pm – 3:15pm**
- Out of School Club Deputy Manager: **3:15pm – 6:00pm**

Contract: Term time only – 38 weeks per year

Pay: Grade 4 SCP 4–6 Actual Salary £17746 to £18312

Start date: 14 April 2026, or sooner if possible (to be agreed with the successful applicant)

Contract type: Fixed-term post linked to a child with an Education, Health and Care Plan (EHCP)

Closing date: Thursday 19 February 2026, 9:00am

Location:

Warmingham CE Primary School
School Lane
Warmingham
CW11 3QN

Applications:

Applications must be made using the Warmingham CE Primary School application form, available at:
<https://www.warminghamce.cheshire.sch.uk/page/join-our-team-job-vacancies/34428>

Alternatively, application forms can be requested by emailing:

operationslead@rcsat.cheshire.sch.uk

Completed applications should be returned to:

operationslead@rcsat.cheshire.sch.uk

The Role

Warmingham CE Primary School is seeking to appoint a part-time Teaching Assistant to support a child with Special Educational Needs during the school day, alongside working as deputy manager within our after-school wraparound care provision.

The post holder will work closely with our dedicated staff team to support learning, wellbeing and inclusion.

This position is to support a child currently in Year 1 who presents with social and emotional difficulties linked to early trauma and attachment. Support will include both 1:1 intervention and facilitating the child's engagement and learning within a group setting. A sound understanding of attachment difficulties and a trauma-informed approach is essential.

The successful candidate will play a key role in supporting the child's social and emotional development, helping them to feel safe, regulated and confident, enabling them to thrive both socially and academically.

The role is term time only and based at Warmingham CE Primary School for **30 hours per week**, comprising:

- **16.25 hours** as an SEN Teaching Assistant
- **13.75 hours** within the school's after-school wraparound care provision as deputy manager

For further details regarding the expectations, roles and responsibilities of this position, please refer to the **job descriptions and person specifications**.

About the School

At Warmingham CE Primary School, we inspire learning through a broad, rich and imaginative curriculum, enabling children to develop creativity and independence. The school has a strong Christian ethos and close links with the Church and the wider community.

Warmingham CE Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. The successful applicant will be required to complete satisfactory references, health checks, Right to Work in the UK, **an** enhanced DBS check, and a Childcare Disqualification Declaration under the Childcare (Disqualification) Regulations 2009.

JOB DESCRIPTION – SEN Teaching Assistant

Job Title: SEN Teaching Assistant – EHCP-Linked 1:1 SEN Support (Primary)

Reports to: Headteacher / Governing Body

Job Purpose:

To provide dedicated 1:1 support for a pupil with an Education, Health and Care Plan (EHCP), working under the direction of the class teacher and SENCo. The role is to support the pupil's learning, social, emotional and behavioural development through consistent, trauma-informed and attachment-aware practice, enabling the child to access learning, develop independence and thrive both academically and socially within the school community.

Principal Responsibilities – SEN Teaching Assistant

Teaching and Learning Support

- To provide consistent, targeted 1:1 support for a named pupil with an EHCP, implementing agreed strategies and interventions to support learning, engagement and emotional regulation.
- To support the delivery of individualised learning programmes, including structured interventions in literacy and numeracy, adapting tasks and resources to meet the pupil's specific needs and learning style.
- To model, scaffold and support learning appropriately, gradually reducing support to promote independence, resilience and confidence.
- To contribute to the planning, preparation and evaluation of learning activities by providing regular feedback to the class teacher and SENCo on progress, engagement and emerging needs.
- To support the pupil's inclusion within whole-class and small-group activities, facilitating positive peer interactions and participation.

Trauma-Informed and Attachment-Aware Support

- To apply trauma-informed and attachment-aware approaches consistently, recognising how early experiences may impact behaviour, emotional regulation and learning.
- To build a secure, trusting and predictable relationship with the pupil, providing a calm, nurturing and emotionally available presence.
- To support the pupil's social and emotional development, including emotional literacy, self-regulation and coping strategies, enabling the child to feel safe, understood and ready to learn.
- To respond sensitively to dysregulation, using agreed de-escalation strategies and supporting the pupil to return to a regulated state in line with individual behaviour or support plans.
- To maintain consistency of routines, expectations and responses, recognising the importance of structure and predictability for pupils with attachment and trauma-related needs.

Monitoring, Recording and Communication

- To monitor, record and report on the pupil's progress, behaviour and wellbeing, contributing to EHCP outcomes, Individual Education Plans (IEPs), Behaviour Support Plans and review meetings.
- To maintain accurate and confidential records as directed by teaching staff or the SENCo, ensuring information is shared appropriately to support the pupil effectively.
- To liaise with parents and carers, under the direction of teaching staff, to support effective communication and a shared understanding of the pupil's needs and progress.

Care, Supervision and Safeguarding

- To support the pupil's personal, social and physical needs as required, promoting dignity, independence and wellbeing at all times.

- To supervise the pupil during lessons, transitions, playtimes, lunchtimes and educational visits, ensuring their safety and emotional security.
- To contribute to a safe, calm and inclusive learning environment, in line with the school's safeguarding and behaviour policies.

Professional Responsibilities

- To prepare, use and maintain learning resources and equipment to support the pupil's individual needs.
- To attend relevant training, meetings and professional development activities, particularly those related to SEN, trauma-informed practice and attachment.
- To work collaboratively with teaching staff, the SENCo and other professionals to ensure a consistent and holistic approach to supporting the pupil.
- To carry out other duties as reasonably required, appropriate to the role and level of responsibility.

Person Specification for SEN Teaching Assistant

	Essential	Desirable	How Identified
Qualifications	NVQ Level 2 (or equivalent) Willingness to undertake training related to SEN, trauma-informed practice and attachment	NVQ Level 3 (or equivalent) Training in SEN (for example SEMH, ASC, social communication) Training in trauma-informed or attachment-aware approaches	Application Form Certificates
Experience	Experience working with children in KS1 and/or KS2 Experience supporting pupils with SEN, including 1:1 support Experience supporting social and emotional development Ability to implement strategies advised by teachers and external professionals Experience acting as a key adult to promote self-esteem, emotional regulation and independence	Experience working with pupils with attachment difficulties or early trauma Experience delivering structured interventions Experience working in wraparound care, childcare or extended provision	Application Form Interview References
Job Related Knowledge	Understanding of inclusive practice in a mainstream primary setting Awareness of EHCPs, IEPs and behaviour/support plans Understanding of how social and emotional needs impact learning and behaviour	Knowledge of trauma-informed and attachment-aware practice Strategies to promote independence and emotional regulation	Application Form Interview References

Skills and Aptitudes	<p>Ability to build secure, trusting relationships with children</p> <p>Calm, nurturing and emotionally resilient approach</p> <p>Ability to support children during periods of dysregulation using agreed strategies</p> <p>Strong organisational and communication skills</p> <p>Commitment, flexibility, enthusiasm and a sense of humour</p>	<p>Ability to use trauma-informed strategies to support emotional regulation and wellbeing</p> <p>Confidence in supporting children during transitions and unstructured times (e.g. playtimes, after-school provision)</p> <p>Ability to adapt communication style to meet the emotional and developmental needs of individual children</p> <p>Experience of working calmly and effectively under pressure, maintaining a consistent and reassuring presence</p> <p>Creative approach to engaging children through play-based or relational strategies</p> <p>Ability to reflect on practice and respond positively to feedback to improve outcomes for pupils</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Professional Values	<p>Commitment to safeguarding and promoting the welfare of children</p> <p>Understanding of child protection procedures</p> <p>Commitment to teamwork and working in partnership with parents/carers</p> <p>High expectations for all learners</p> <p>Commitment to high-quality care, safety and professional development</p>	<p>Understanding of the impact of early trauma and attachment difficulties on behaviour and learning</p> <p>Experience working within a wraparound care or childcare setting</p> <p>Awareness of the importance of consistency and predictability for vulnerable children</p> <p>Commitment to supporting the Christian ethos and values of the school</p> <p>Willingness to contribute positively to the wider life of the school and extended provision</p> <p>Confidence in maintaining professional boundaries while building warm, trusting relationships with children</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

JOB DESCRIPTION – Warmingham Wombles, Deputy Manager

Job Title: Out of School Deputy Manager

Reports to: Headteacher / Governing Body

Job Purpose:

The postholder will be responsible for the development and day-to-day management of the wraparound care provision at Warmingham C of E Primary School, ensuring a safe, caring and stimulating environment in line with Ofsted requirements and relevant national standards and guidance. The provision will offer a range of enriched play, learning and leisure activities, guided by the school's Christian values. The role includes organising a daily routine that meets the emotional, social, physical and intellectual needs of the children, while building positive relationships and working in partnership with parents, carers and professionals to promote children's wellbeing.

Principal Responsibilities – Out of School Deputy Manager

Leadership and Daily Management

- Lead the day-to-day management and organisation of the wraparound care provision
- Ensure the Club runs smoothly, safely and consistently at all times
- Supervise daily operations, including stepping in to cover staff absence when required
- Plan ahead, anticipate potential challenges and liaise with senior leaders to ensure effective provision

Staff Management and Development

- Manage, direct and motivate a staff team in an organised and consistent manner
- Supervise staff and manage rotas to ensure appropriate staffing levels
- Support recruitment, induction and training so staff understand their roles and responsibilities
- Set clear expectations, agree targets and monitor performance and progress
- Ensure appropriate staff-to-child ratios are maintained at all times

Quality of Provision and Child Development

- Plan, deliver and oversee a range of high-quality play, care and enrichment activities
- Ensure activities meet children's physical, emotional, social and intellectual needs
- Lead on resourcing and equipping the provision to support inclusive practice
- Take account of children's individual needs and ethnic, cultural and linguistic backgrounds
- Monitor, evaluate and continually improve the quality of provision in line with national standards

Safeguarding, Welfare and Health & Safety

- Take responsibility for safeguarding, health, safety and welfare within the provision
- Identify and respond appropriately to child protection concerns, liaising with the school's DSL
- Ensure safeguarding, behaviour and health and safety policies are implemented effectively
- Oversee accident prevention, food hygiene and risk assessments
- Maintain accurate, confidential records relating to safeguarding and welfare

Policies, Compliance and Inspection

- Develop, implement and regularly review policies and procedures
- Ensure all staff and volunteers understand and follow agreed policies
- Prepare for inspections, including Ofsted, and respond to any actions or recommendations
- Keep up to date with relevant legislation, guidance and best practice for extended provision

Administration, Finance and Sustainability

- Oversee administrative systems, including registers, bookings, record-keeping and invoicing
- Monitor expenditure, ordering and resource use in line with agreed budgets
- Work closely with the School Business Manager to maintain financial control
- Monitor occupancy levels, manage waiting lists and support marketing activity
- Ensure the provision operates efficiently and remains sustainable

Partnership Working and Communication

- Develop and maintain positive relationships with parents, carers and the wider school community
- Liaise with school staff, governors and external professionals as required
- Communicate effectively with staff, parents and professionals to support children's wellbeing
- Maintain confidentiality at all times in line with data protection requirements

	Essential	Desirable	How Identified
Qualifications	<p>Full and relevant Level 3 childcare or Playwork qualification (or working towards with a clear plan to complete).</p> <p>Safeguarding/Child Protection training (or commitment to complete immediately on appointment).</p> <p>Paediatric First Aid (or commitment to complete within the agreed induction period).</p>	<p>Evidence of leadership/management CPD (e.g., supervising staff, leading teams, appraisal).</p> <p>Food hygiene and Health & Safety certificates relevant to school-age childcare.</p>	<p>Application Form</p> <p>Certificates</p>
Experience	<p>Experience working with children aged 4–11 in a playwork/childcare or school-based setting.</p> <p>Experience contributing to or leading day-to-day operations in a club/childcare/extended provision.</p> <p>Experience delivering or overseeing inclusive play, learning and enrichment activities.</p>	<p>Experience supervising staff, organising rotas and maintaining appropriate staff-to-child ratios.</p> <p>Experience supporting safeguarding and welfare, including record-keeping and liaison with a DSL.</p> <p>Experience with administration/booking/invoicing systems and supporting occupancy and financial sustainability.</p> <p>Experience preparing for or contributing to Ofsted inspections or similar compliance reviews.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

Job Related Knowledge	<p>Understanding of safeguarding and child protection procedures for school-age childcare, and when to escalate to the DSL.</p> <p>Knowledge of inclusive practice, including consideration of children's individual, ethnic, cultural and linguistic backgrounds.</p> <p>Awareness of national standards and guidance relevant to wraparound/extended school provision and expectations for health, safety and food hygiene.</p>	<p>Awareness of Ofsted requirements for out-of-school settings and effective inspection readiness.</p> <p>Familiarity with basic administrative and financial procedures (bookings, registers, invoicing, ordering, stock/food management).</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Skills & Aptitudes	<p>Ability to lead day-to-day operations calmly and confidently, solving problems and prioritising effectively.</p> <p>Ability to motivate and support staff, give clear direction, and uphold consistent standards of practice.</p> <p>Strong organisational skills: rotas, activity planning, risk assessment oversight, and accurate record-keeping.</p> <p>Excellent communication with children, staff, parents/carers and professionals; able to build positive relationships and handle sensitive information confidentially.</p> <p>Ability to maintain a safe, caring and stimulating environment and to respond appropriately in emergencies.</p>	<p>Competence with digital/admin tools used for bookings, registers and invoicing.</p> <p>Confidence to contribute to marketing/occupancy activity and resource planning for sustainability.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

Professional Values	<p>Commitment to safeguarding and promoting the welfare of children; models safe practice and professional boundaries at all times.</p> <p>Upholds the school's Christian values and ethos, fostering a culture of respect, kindness and inclusion.</p> <p>Reliability, punctuality and a positive, solutions-focused attitude; remains calm under pressure.</p> <p>Team player who collaborates effectively and is open to feedback; committed to CPD and continuous improvement.</p>	<p>Flexibility/adaptability to cover operational needs (e.g. staff absence) across the provision.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
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Thank you for your interest in this position and for taking the time to read this information pack. We hope it has given you a clear insight into the role and into Warmingham C of E Primary School. If you have any questions or would like further information, please do not hesitate to get in touch using the contact details provided. We look forward to receiving your application.