

Candidate Information for SEN Teaching Assistant (Additional Resource Provision for children who have an autism diagnosis)



Teaching Assistant (35 hpw) Term Time Only (39 weeks per year)
LB Barnet SCP5-7 £24,360.66-£25,061.95 pro-rata (£28,519.00-£29,340.00 FTE)

Starting September 2025

Claremont Primary School, Claremont Road, London, NW2 1AB <https://www.claremontprimary.barnet.sch.uk/> @Claremont_NW2



About Us

Childs Hill and Claremont Primary Schools are a federation of two successful primary schools serving the NW2 community.

We have an inclusive and progressive approach to the learning, wellbeing and creativity of every pupil in within our diverse, caring and harmonious schools and ARPs (Additional Resource Provisions for children with an autism diagnosis). Our schools have a strong community ethos and a clear focus on every pupils' development. Everyone in our schools is committed to ensuring that our children feel safe, happy and valued. We ensure they achieve great things and develop a lifelong love of learning. We work hard to provide a rich and varied curriculum to give our children experiences they will remember and benefit from through their lives. Our federation aims to achieve a clear and simple goal. We teach all of our children to understand the importance of learning, be proud of themselves and to empathise with others. We ensure they see the worth and transformative powers of our values.

At the heart of both our schools is our restorative approach to behaviour management where shared values, a caring attitude, good relationships and a sense of belonging are key factors. It is central to who we are and it permeates all areas of school life.



The CHC Values

Excellence
Inclusion
Collaboration
Ambition



About the Elliot Foundation

We are a successful multi-academy trust specialising in the Primary sector. We are building a thriving community of converter and sponsored primary academies, that succeeds on behalf of its children and communities. We will maintain a family of autonomous schools that is uncompromising in its search for excellence as we strive to be the best academy chain in the UK. We have a clear vision, values and goals. The Elliot Foundation was created as a safe place for children and teachers where all are nurtured to achieve beyond even their own expectations. Our motto, "Where children believe they can because teachers know they can" reflects our conviction that raising expectations for all children and teachers is at the heart of a successful and inclusive society. Our values are at the heart of everything we do:

Put children first

- We trust and value your professionalism
- We share the responsibility for the learning and welfare of all of our children
- Our purpose is to improve the lives of children

Be safe

- Don't assume that someone else will do it
- Look after yourself, your colleagues and all children
- We are all responsible for each other's safety and well being
- Discuss any concerns with an appropriate member of staff

Be kind and respect all

- People are allowed to be different, as are you
- Kindness creates the positive environment we all need to flourish
- Kindness and respect should extend to ourselves as well as others

Be open

- If you can see a better way, suggest it
- If someone else suggests a better way to you, consider it
- Nurture innovators and support those who take informed risks in the interests of children

Forgive

- We all make mistakes
- Admit them, learn from them, and move on

Make a difference

- Making the world a better place starts with you
- Model the behaviour you would like to see from others

Why work with us?

CHC federation are happy schools and you will be working with wonderful engaging children. You will be supported by

- A strong Leadership team across both schools with an open door policy
- A restorative ethos which is more than just a policy document, this is a safe and secure place to teach where people are heard.
- Supportive colleagues, a healthy workplace culture.
- A workplace that recognises that all staff, whatever their role are equally valued and contribute to the success of the schools
- Continuous professional development opportunities and access to trust wide opportunities
- Both schools were inspected by Ofsted in 2024 - Good
- A very strong commitment to our community and rewarding opportunities to be involved in community events, such as firework nights and summer festivals
- We are minutes from Kings Cross by Thameslink from Cricklewood
- We are within the Brent Cross Town regeneration area - one of London's largest and most exciting regeneration projects which will deliver accommodation, sports facilities, restaurants and retail outlets to the community in the years ahead.
- Close to one of the largest David Lloyd gym and fitness suites in London
- A range of employee benefits including access to
 - Tea, coffee and milk supplied in our staff rooms
 - techscheme.co.uk
 - cyclescheme.co.uk
 - my gym discounts
 - Blue light card
 - Byond card
 - Citysave credit union
 - Eye care vouchers
 - Free flu jabs
 - Tusker car benefit scheme
 - Employee assistance programme

Feedback...don't just take our word for it....

The ethos of the Leadership Team is clear. Staff work hard but they know that everything they do is for a purpose. They are embedding skills in young people that will enable them to be successful in later life. IQM Inclusive Schools Award, June 2024

Standing by the school gates you quickly realise this is a very 'special' school. The ethos radiates out into the street, where on a sunny London morning parents, teachers and children chatter, relaxed in the knowledge that children are safe in an environment that cares deeply about their wellbeing and progress. IQM Inclusive Schools Award, June 2024

The school community is highly valued by pupils, staff, and families. The community council is a strong pupil and parent group who work together for the school, and the local community and beyond. For example, the pupil 'eco councillors' wrote a letter to a local company for a donation of plants. Following their success, they planted flowers in the local community. Parents and carers appreciate the care and regular communication of the school. Ofsted Report

Pupils enjoy school and they are enthusiastic to learn. Teachers have a secure knowledge of the subjects that they teach. In class, teaching engages pupils and sparks their imagination. Pupils show a strong understanding of key knowledge, for example significant periods throughout history, such as the Roman Empire and the Anglo-Saxons. Ofsted Report

Pupil voice "I love the trips,my teachers and my friends" "I love that there are lots of celebrations like black history month where we invite our parents to show what we have learned" "I love that they make the lessons good, like you learn and have fun at the same time"

Parental voice: "they are an outstanding school and work holistically with families and children to create the best overall environment for the pupils" "Thank you very much for the amazing work you all do everyday"



SEN Teaching Assistant Job Description & Person Specification

Job summary

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Key Tasks

- To provide physical and communication support using modes of communication appropriate to the individual needs of the child
- To provide communication support to enable full access to the curriculum and any extracurricular activities e.g. lessons, assemblies, parents' evenings, reviews and visits
- To work with individuals and groups of students in class with additional needs under the direction of the class teacher and SENCO
- To help plan and organise learning activities for students being supported
- To provide support in a manner which facilitates the child's cognitive development by removing barriers to learning
- To ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed, e.g. assisting with lifting moving and handling, intimate care
- To clarify, modify and adapt materials to an appropriate level according to need
- To participate in the Academy's student mentoring programme and ALA programme
- Under the guidance of the SENCO, contribute to setting individual targets and to the review of those targets. Attend and contribute to meetings to review students' progress, and contribute to written reports
- To monitor the progress of identified students, keep written records consistent with Academy systems and provide the teacher with feedback on students' progress in relation to provision
- To provide support for students' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the Academy's Behaviour Management Policy. Contribute to programmes of support for identified students
- To liaise with professionals and external agencies where necessary under the direction of the SENCO
- To assist in the production of appropriate teaching materials
- To contribute to the target setting and review process and support pupil in meeting specific targets of IEP.
- To maintain and monitor the use of specialist equipment and promote optimum use of specialist equipment in all settings





SEN Teaching Assistant Job Description & Person Specification

- To liaise with staff, parents and relevant professionals
- To undertake relevant training as part of continuing professional development
- Attend all staff meetings and supervision sessions
- To maintain appropriate records of work and progress
- To promote the pupil's inclusion within the school
- To promote the pupil's independence skills in communication, learning and social skills

Key Organisational Objectives

- Following Health and Safety requirements and initiatives as directed
- Ensuring compliance with General Data Protection legislation and confidentiality
- The Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
- At all times operating within the school's Equalities policies.
- Commitment and contribution to improving standards for pupils as appropriate
- Adopting Customer Care and Quality initiatives
- Fulfilling the role of Student Personal Adviser and/or mentor if required
- Contributing to the maintenance of a caring and stimulating environment for young people
- At all times the post holder must adhere to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the Academy

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the TEFAT's Equal Opportunities Policies.



Job Description & Person Specification

	Essential	Desirable
Education & Qualifications		
GCSE grade C or above in Maths and English (or equivalent)	✓	
Level 2 childcare qualification (or equivalent)	✓	
Good literacy and numeracy skills	✓	
Knowledge & Experience		
Experience of working with young children and families in a multicultural environment	✓	
An understand of the importance of safeguarding and child protection in education		✓
Prior experience supporting children with SEN needs (school based or otherwise) or an interest in this area of education		✓
Experience of developing and delivering individual education programmes for children with specific needs		✓
Experience of the management and improvement of progress of students with SEND by implementing group and individualised support programmes		✓
Experience of using ICT effectively to support learning	✓	✓
Use of other equipment/technology ie, camera, video, photocopier, laminator		✓
A good understanding of confidentiality and General Data Protection Regulations (GDPR)		✓



Job Description & Person Specification

	Essential	Desirable
Knowledge & Experience		
Sensitivity to the needs of children with challenging behaviours	✓	
Be capable of dealing with the physical demands of manual handling and the needs of children with challenging behaviours	✓	
Experience of tracking progress of students with SEND in and out of class		✓
Experience of delivering individual education programmes for children with specific needs		✓
Experience of delivering whole class learning activities		✓
Experience of developing banks of resources for students and teachers		✓
First Aid training (or willingness to gain qualification)		✓
Ability to use ICT effectively to support learning particularly G suite		✓
A good understanding of confidentiality and General Data Protection Regulations (GDPR)		✓
An understand of the importance of safeguarding and child protection in education		✓
Show commitment to the TEFAT vision, values and ethos		



Job Description & Person Specification

	Essential	Desirable
Personal Qualities		
Be patient, empathetic and calm under pressure	✓	
Self motivated with a "can do" approach to problem solving	✓	
Ability to work on your own initiative with a proactive approach	✓	
Ability to learn quickly and effectively	✓	
Ability to work as part of a team	✓	
Ability to follow instructions and take direction from class teacher	✓	
Be flexible and adaptable to the needs of the federation	✓	
Be willing to contribute to the wider life of the school community	✓	
Be reliable, enthusiastic and committed	✓	
Be willing to show commitment to the school ethos and The Elliot Foundation Academies Trust Values	✓	

Find out more, how to Apply and the interview process

If you want to know more about our schools please get in touch for an informal conversation or to arrange a visit.

Completing your application: Please read the details carefully and complete all the information requested. Please enclose a letter of application/personal statement with your application form.

CVs will not be accepted.

Please send your completed application form to frafter@claremontprimary.org the closing date is **Thursday 26 June 2025 @ noon**

Interviews will be held on Tuesday 1 July 2025

*Although this is our intended interview date, in certain circumstances this may be subject to change

Interview process: Candidates successfully shortlisted will go through a robust interview process and may be asked to do a combination of activities ie, a task and interview. Further details will be provided if you are invited to interview.

Special Requirements: If you require any special arrangements to be made in order to take a full part in the interview, please contact us.

References: As part of Safer Recruitment Checks references will be taken up immediate for all shortlisted candidates. Please ensure you have received consent to include details of your referees.

Equality

The Elliot Foundation Academies Trust (TEFAT) is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. The Trust aims to create an environment in which all employees, pupils and stakeholders are recognised as being of equal value and are able to grow and develop through equality of opportunity.

Safeguarding

Safer Recruitment: We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this. Appointment to this post will be subject to satisfactory safeguarding pre-employment checks, including a Barred List check, Disclosure and Barring Service check and references. This post is exempt from the Rehabilitation of Offenders Act 1974. Therefore we are permitted to ask job applications to declare all convictions and cautions on a self declaration form in advance of attending interview (including those which are "spent" unless they are "protected" under the DBS filtering rules). This is to assess a candidates suitability to work with children.

Please note, it is a criminal offence to apply for this post of employment if you are barred from working with children and young people.

GDPR

The Trust abides by UK data protection laws, including the Data Protection Act 2018 (DPA) and the General Data Protection Regulation 2018 (GDPR), in its handling of personal information. We aim to ensure our employees are acting in accordance with these laws, the relevant regulatory guidance and best practice. This policy regulates the way in which the Trust obtains, uses, holds, transfers and otherwise processes personal data about individuals and ensures all of its employees know the rules for protecting personal data. Further, it describes individuals' rights in relation to their personal data processed by the Trust.