

# CANIDATE

## PACK

SEN Teaching Assistant



Start date:  
ASAP

Location:  
Laleham Rd,  
Shepperton TW17 8EL

Part of

# Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities





# Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



“

The Trust's commitment to improving outcomes for some of the most vulnerable children in Surrey has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

”

*Maria Dawes - CEO, Schools Alliance for Excellence*

# Job Description

**Job Title: SEN Teaching Assistant**

**Salary: H13 on the LSEAT Harmonised Payscale**

**Contact Type: Term Time Only**

**Reporting To: Class Teacher**

## About our vacancy

We are looking to appoint a full-time or part-time SEN Teaching Assistant to work across either our primary site in Shepperton.

We are seeking to appoint a Teaching Assistant who is:

- Passionate about delivering high-quality, personalised support for children with autism and additional needs
- Experienced or interested in working with pupils with complex needs within EYFS, Primary or specialist SEN settings
- A positive role model who promotes strong, respectful relationships with pupils, staff and families
- Equipped with strong interpersonal skills and able to communicate effectively as part of a team
- Resilient, adaptable and committed to their own professional development
- Someone who enjoys working collaboratively with others to make a meaningful difference to pupils' lives

At Manor Mead School, we are committed to providing a nurturing, inclusive and aspirational learning environment for pupils with a wide range of special educational needs. We offer a comprehensive and bespoke CPD programme throughout the year and have a strong track record of developing and upskilling staff at all stages of their careers.

All of our pupils have an EHCP and are working significantly below age-related expectations. As such, this role is particularly well-suited to candidates with experience or training in Early Years, Primary, or specialist SEN settings. We also warmly welcome applications from individuals with experience in autism and additional needs, as well as those at an early stage in their careers who are passionate about supporting young people with complex learning needs.



# Job Description

## Job Purpose

- To work with and support the teaching staff of Manor Mead School in the education and care of pupils, to meet their Special Educational Needs.
- To work with and support the pupils of Manor Mead School enabling them to take part in all aspects of the curriculum.
- To work under the direction of the Class Teacher, or the Senior Teaching Assistant in the absence of the Class Teacher, as a member of the class staff team, to support the delivery of an appropriate curriculum in a safe, stimulating and caring environment.

## Duties and Responsibilities

- To support the teacher in the classroom and in other learning environments/activities e.g. swimming pool, P.E. to enable children to make the most of their learning opportunities
- To attend to the pupils' personal requirements , physical care and therapy needs on a daily basis, including moving and handling children as necessary (following training)
- To manage pupils' behaviour in line with school policy and procedures, following pupils' individual Behaviour Management Plans and Strategies.
- To supervise pupils during break and lunch time as appropriate to support teachers and Senior Teaching Assistant: encouraging pupils to be physically active and to play
- To contribute to the organisation of classroom resources to ensure effective classroom management
- To encourage independence at all times
- To undertake specific tasks with individuals or small groups of pupils
- To assist on outings and school trips on foot or in the Minibus
- To be aware of school policies and support the implementation of these policies
- To record pupils' progress on appropriate recording charts
- To work within the specific hours designated by the post

Note: Teaching Assistants are welcome to attend any relevant staff meetings



## Job Specification

This post will entail working with children between the ages of 2 and 11 who will potentially require any or all of the following;

Personal Care, i.e.:

- Toileting
- Feeding

Administration of medication and or medical interventions, i.e.:

- Gastrostomy feeds
- Suctioning
- Tracheotomy
- Administering oral medication (always with supervision by another trained adult)

All these would be after specific training by medically trained staff and carried out under their supervision until such time as their competencies were signed off and the staff member is confident to carry them out.

Administration of Therapies, i.e.:

- Carrying out therapy programmes provided by the relevant therapist including Hydrotherapy programmes

Management of Challenging Behaviour, i.e.:

- Using registered and County approved physical interventions

Moving and Handling of pupils / students, i.e.:

- Positioning
- Toileting
- Therapy input

Delivery of the wider curriculum, i.e.:

- Engaging children in play activities at break times
- Taking children including those who may be wheel chair users off site to access community based activities
- Supporting children to participate in all curriculum areas, including, Performance Arts, Sports and PE activities

This post will require a level of mobility and fitness commensurate with the staff member's ability to undertake any or all of the above. \* Following policies and protocols and appropriate training.



  
LONDON  
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ACADEMIES  
TRUST

# Our Values

## **SUCCESS**

Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

## **TEAMWORK**

We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

## **ACHIEVEMENT**

We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

## **RESPECT**

We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

## **SERVICE**

Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• Good level of written and spoken English</li> <li>• Numerate</li> <li>• Basic IT skills</li> </ul>	
<b>Previous Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working with children in a school setting or child care experience</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Able to follow through verbal and written instructions</li> <li>• Able to communicate effectively with pupils</li> <li>• Able to motivate pupils to learn</li> <li>• Able to assist with the organisation of the learning environment</li> <li>• Able to undertake routine tasks under the direction of the teacher or Senior Teaching Assistant</li> <li>• Able to work effectively with adult team members</li> <li>• Able to carry out and record individual pupil programmes</li> <li>• Able to maintain confidentiality</li> </ul>	

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Personality</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Common sense</li> <li>• Flexible</li> <li>• Able to cope in difficult situations</li> </ul>	<ul style="list-style-type: none"> <li>• Sense of humour</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> </ul>	

# How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form please contact:

**Closing date: 30<sup>th</sup> April  
2026**

**Interviews: TBC**

Part of

