St. John's Church of England (Voluntary Aided) Primary School

SEND Teaching Assistant Information Pack 2026

Ofsted: Strong Standard across the board in May 2026
SIAMS Outstanding May 2023

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Autumn Term 2026

SEND Teaching Assistant

Dear Applicant

Welcome, and thank you for your interest in our vacancy for a Teaching Assistant here at St. John's where we are a friendly, diverse school with a visible Christian distinctiveness and our ethos is key to all we do and achieve; we welcome applicants and pupils from all or no faith. Our vision and values truly reflect where we are and the direction we want to take.

We are a two-form entry primary school with high aspirations for our staff and children. We value and invest in professional development and have successful bespoke in-house training and development for our staff. The school was graded Strong Standard across the board by Ofsted in all areas again in May 2026 and Excellent in SIAMS in May 2023 and we continue to develop and progress to be leaders in the education field, sharing our successes with other schools.

Our classrooms are well-resourced, our buildings maintained to a high standard and we enjoy spacious grounds.

We are privileged to be working with a committed and supportive school community who all invest in our children's learning and development. We have excellent teams of teaching and support staff, a thriving school association and an encouraging and ambitious governing body; all embedded in school life.

We hope that this pack and our website virtual tour gives you a good flavour of our school and information needed to help you decide if this is the school for you.

This is a happy school where children are well-behaved, enthusiastic and excited by learning and we very much look forward to receiving your application.



Mrs K Reid
Headteacher
St. John's C of E Primary School

Our Vision, Values and School Rule

Our vision is that all may

love learn and flourish

We try to live out our values in our everyday lives

Peace

Compassion

Joy & Wonder

Trust

Generosity

We believe that if we follow our single School Rule, we will always do the right thing. Our Golden Rule is to

love one another

Religious Education at St. John's

As a Church of England school, Religious Education is central to our vision and ethos. We follow a rich and balanced curriculum that enables children to explore Christianity deeply, while also engaging with a range of world faiths and worldviews. RE here is not only about knowledge, but about reflection, questioning and developing respect for others.

Our staff team – of all faiths and none – play a vital role in delivering and supporting RE. Together, they help create a learning environment where curiosity, openness and understanding are encouraged. By modelling our school's Christian values, every member of staff contributes to the spiritual and moral growth of our pupils, helping them to flourish and "live life in all its fullness."

Jessica Hopkins (R.E. Lead)



Our welcoming Octagon entrance

About our school

You are encouraged to browse our website where you'll find a wealth of information about us and get a good feel for what we are about. We are all very proud of our school; here are a few highlights.

The original school was housed in an old cottage in 1834. The current Noah building was opened in 1954 when St. John's was a one-form entry school - until September 2016, when we started to expand to two-form entry. We are a popular, oversubscribed school of choice and have ensured that the cherished feeling of 'St. Johns-ness' has not declined while expanding, and that our ethos continues to flourish.

We named our wonderful new building the Ark building: it includes a splendid outdoor area for our reception children, an amazing hand-crafted ark on the stairwell and an upper floor Wheelhouse complete with a ship's wheel. The well-maintained older building is named Noah and is the location of our school hall and dedicated music studio.

Our grounds have a huge and much-valued playing field, two large playgrounds and a Spiritual Garden that is being refurbished. We have our own 'Olive Branch Café', which is popular with carers and parents before and after school. There is a public park and woodland walk just a few metres away from school and we have links with a local wilderness garden.

As a Church of England Voluntary Aided Primary School, we work in partnership with St. John's Church which is right next door – we even have our own entrance gate in our grounds. The Revd. Lu Gale regularly leads our worship and is a full member of our Governing Body. We also work closely with the Southwark Diocese Board of Education and are proud to have been graded Excellent in all areas in our last Statutory Inspection of Anglican and Methodist Schools (SIAMS); we also achieved the Gold Quality Mark for RE in 2015 and again in 2019.

Our Governing Body is very much a part of the school and our governors reflect the skills and expertise needed to lead and support us, with all governors engaging in relevant training and development. Our governors are not only spotted in our school regularly but also support other schools' governing bodies. We have a good balance of external, parent and staff governors who reflect our school community and we are fortunate that our parent governor elections usually have several candidates. As a VA school, the Governing Body is the employer.

Our children participate in a wide variety of popular and successful clubs and groups, including music, chess and sports, much of which is provided internally; we have a Breakfast Club and after school provision; and, as part of our Staff Wellness programme we have a strong EAP programme.

The St. John's School Association (SJSA) is thriving, and contributes tremendously to school life financially and socially, with numerous successful events throughout the year.

Our most recent Ofsted Inspection in May 2026 resulted in us being graded Strong in all areas. This was the result of a hardworking and dedicated school community, all of whom were thrilled and proud to be formally graded Outstanding. A few quotes:

- *Every pupil is valued in this highly inclusive school. Staff care deeply about each pupil and want the very best for them, both personally and academically.*
- *Everyone at St. John's is kind and respectful.*
- *Pupils enjoy coming to school and they feel happy and safe. They know the difference between right and wrong.*
- *The school vision is 'Love, Learn, Flourish'. It is consistently modelled by staff and pupils.*

The full 2026 Ofsted report is on our website, so please do have a look (under 'About').

Our School Development Plan

Our School Development Plan is monitored and RAG rated by our committees, with a termly overview by the full Governing Body (FGB) who also have annual objectives.

Our distinctiveness
Our main success criteria are that our vision is clear and known by all our community. We are ensuring that the global and multicultural nature of Christianity as a world faith is celebrated and that our website presents a clear Christian message. We develop our children to be courageous advocates for local, national and global deprivation and provide our children with opportunities for their own spiritual development.

Our Governing Body Committees
Each autumn, committees suggest areas of development to the GB for ratification. In addition to the few examples of our current objectives below, our governing body is committed supporting staff and pupil wellbeing, achieving value for money and making decisions that enable staff and pupils to love, learn and flourish in our school.

These are some examples of past or present Governing Body objectives:

Policy & Finance Committee: to provide governors with a wide selection of training and development opportunities; and increase governor presence on the website and across the school community.
Personnel: to ensure we keep Equalities, Diversity and Inclusion to the forefront of all Personnel policies and procedures; to review all recruitment processes to ensure best practice.
Ethos: to ensure the distinctiveness and effectiveness of St John's as a church school is maintained and actively developed and that the Christian Vision and Values are lived out in all areas of school community life; and to produce a Wellbeing Toolkit for staff.
Premises: to ensure sustainability for the whole school site and to refurbish the demountable to the standard of the main building, prolonging its life.
Curriculum & Standards: to support and monitor progress of increased SEND knowledge and provision across the school, and to monitor new curriculum subjects.

There is a lot more information on our website for you to see.

St. John's CofE (VA) Primary School
Spring Park Road
Shirley, Surrey
CR0 5EL

020 8654 2260

SEND Teaching Assistant (TA) 31.25 hrs, Monday - Friday ,
Term Time Only (plus INSET days)

Salary: Grade 3 point 5 - 7 (£30,408- £31,290 FTE) equates to £23,664 - £24,365
Term time and INSET days
Hours: 8.30am-3.15pm Mon-Thur (8.20am – 3.15pm Fri)
Start date: 04/01/2027 (checks providing)
Fixed Term Contract: 1 year

Are you looking for a new job for the New Year?
We are a friendly, inclusive and successful school with a caring and positive ethos, strong family values and professional staff development at the centre of our work. We are looking for a TA who would like to help our children grow and evolve in a way that truly reflects our caring and supportive school.

This vacancy is an opportunity for a TA to provide effective support to children of all abilities, especially those with special educational needs and/or disabilities, in a caring and developmental environment in our outstanding two form entry school in Shirley. There are good public transport links and free off-site parking. Our recruitment process is about finding the right person with the right experience and personality, someone who will be as excited as we are about supporting and developing our children.

The successful candidate will be flexible and have the skills to provide excellent classroom practice and playground supervision across the school, and the ability to build good relationships with individuals and groups of children of all ages. This role focuses on providing 1:1 support to individual children or groups who may have special educational needs and/or a disability (SEND).

Our new Teaching Assistant will have:
- NVQ Level 2 or equivalent qualification/experience
- Experience of working in primary school classes; with SEND children would be an advantage but not essential
- A caring and positive attitude towards all pupils
- High expectations of children and themselves
- Flexibility and commitment to going that extra mile to ensure pupils achieve their best
- Good communication, interpersonal and organisational skills
- The ability to plan and deliver appropriate interventions
- An understanding and support of the distinctiveness of church schools (you don't have to be Christian).
- The desire to work in a busy inclusive and successful school.

We offer the successful candidate:
- A welcoming, positive and caring environment with focus on our children and staff wellbeing
- A supportive, dedicated and diverse staff
- Well-maintained buildings in extensive grounds
- An ambitious, supportive and effective Governing Body

- A productive and helpful school association from our wider community who are all fully invested in the children's learning - and last but not least…
- Curious, engaged, enthusiastic and well-behaved pupils who thrive and achieve through our broad curriculum and activities.

You are encouraged to read through all of our TA Information Pack, browse our website and take a virtual tour of the school site. If you wish to discuss or ask anything about the role/hours before applying, please email your full name, phone number and the best time of day to contact you to recruitment@st-johns.croydon.sch.uk.

Closing date for applications is **Thursday 3rd December at 9am**. However, based on the quality and quantity of applications received, the School reserves the right to close this vacancy sooner than the specified closing date. Applicants will be notified of this where possible. Therefore, early applications are encouraged.
Interviews will take place Friday 11th December.

CVs will not be read. No agency enquiries please.

An Information Pack, which contains the Job Description, Person Specification and recruitment procedure is available from the school's vacancy page on the website www.st-johns.croydon.sch.uk or upon request by emailing recruitment@st-johns.croydon.sch.uk

St John's School is committed to safeguarding and protecting all our children by implementing robust safer recruitment practices. We identify and reject any applicants who are unsuitable to work with children. We will respond to concerns about the suitability of applicants during the recruitment process and about employees and volunteers once they have begun their role here with us. All new staff and volunteers participate in an induction which includes child protection and are signposted to our supporting policies and procedures.

As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the DBS will be completed on the successful applicant. Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

St John's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

As part of our commitment to equalities and diversity, we aim to ensure that candidates are not prevented from demonstrating their true abilities during the recruitment and selection exercise and are committed to making Reasonable Adjustments to our recruitment and selection processes.

In line with the UK General Data Protection Regulation (UKGDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the Department for Education. For further information on who we share data with please see our website for our Privacy Notices: http://www.st-johns.croydon.sch.uk/

Our recruitment process

Application Closing date: Thursday 3rd December
Interview/assessment: Friday 11th December

Applicants should read the job description and person specification carefully and then complete the application form available from our website. Please contact our School Business Manager if you wish to discuss Reasonable Adjustments that may be needed during this recruitment and selection processes.

CVs are not admissible and will not be read by the short-listing panel.

The overall quality of each application will also be assessed as part of the shortlisting process. Please read the application guidance below , ensuring you set out clearly **how** you meet the criteria in the person specification in your personal statement, as these are the defined criteria the short-listing panel will use to assess each application.

Naming and numbering your paragraphs would assist the shortlisting panel, who will take into account that this role encompasses a number of different areas and therefore applicants may not have experience in all areas.

Applicants must ensure that the information provided on the application form is correct. By submitting the application form electronically, you are assumed to be declaring this. Please note that if you provide false information or deliberately omit any relevant details, your application will be withdrawn from the recruitment process. You will be asked to sign the form at interview if you are shortlisted.

Applications must be completed electronically and submitted by email to the address on the School's application form.

Application Short-listing
Short-listed candidates will be contacted directly. Applicants not short-listed will be informed by email. The data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed.

Shortlisted candidates
Shortlisted candidates will be invited for assessment and interview. References will usually be sought prior to interview.

Please note: All candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the UK.

Outcome and feedback
The successful candidate will be made a verbal offer as soon as possible.
Unsuccessful candidates will be informed as soon as possible and offered an opportunity for feedback.

Pre-employment Checks
All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications and a Disclosure & Barring Service Check. As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

Verbal offers of employment will be confirmed in writing once all pre-employment checks have been carried out; that application form will be retained on the personnel file.

Job Description

Job Title:	**SEND Teaching Assistant (Level 2)**
Grade Range:	**Grade 3 - SCP 5-7**
Hours:	**31.25 hours per week (Full Time, Term Time Only plus INSET)**
Location:	**St John's Church of England Primary School**
Reports to:	**SENDCO**
Responsible for:	**Children with mixed abilities across the whole school – EYFS, KS1 and KS2**
Job Purpose and Dimensions:	Working across the school under the instruction/guidance of teaching and senior staff. To undertake support programmes to enable access to learning for pupils and to assist in the management of pupils and the classroom. This includes providing 1:1 support to individual children who may have special educational needs or a disability (SEND). Work may be carried out across the school site. To supervise a child/children during the lunchtime, indoors and outside.
Commitment to Diversity:	To take individual professional responsibility for championing the School's diversity agenda; and proactively implementing initiatives which secure equality of access and outcomes. To commit to continually developing a personal understanding of diversity.
Key External Contacts:	▪ Parents
Key Internal Contacts:	▪ Children ▪ Teachers ▪ Inclusion Manager ▪ Deputy Head ▪ Head Teacher ▪ Other Support Staff

Key Accountabilities and Result Areas:

Support for Pupils

This will include:

Core Duties

- Supervising and providing support for pupils of all ability, which will include and mainly be for children with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations of the children and promoting self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Promoting the inclusion and acceptance of all pupils.
- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes, which may include intimate care.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

This will include:

Core Duties

- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring pupils' responses to learning activities and accurately recording achievement/progress.
- Providing detailed regular feedback to teachers on pupils' achievement, progress, problems etc.
- Supervising outdoor and indoor lunchtime activities.
- Pro-actively promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.
- Assisting with the display of pupils' work.
- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing admin support eg photocopying, typing, filing etc.

Support for the Curriculum

This will include:

Core Duties

- Undertaking structured and agreed learning activities and teaching programmes, adjusting activities according to individual and group pupil responses.
- Undertaking programmes linked to local and national learning strategies eg literacy, numeracy, early years recording achievement, phonics and progress; and providing feedback to the teacher.
- Supporting the use of ICT in learning activities, developing pupils' competence and independence in its use.
- Preparing, maintaining and using the equipment and resources required to meet the lesson plans and relevant learning activity; and assisting pupils in their use.

Support for the School

This will include:

Core Duties

- Participating in training, learning activities and performance development as required.
- Being aware of and complying with policies and procedures including relating to child protection, health, safety and security, confidentiality and data protection; and reporting all concerns to an appropriate person as soon as able to.
- Being aware of and supporting difference to ensure all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos, work and aims of the school.
- Appreciating and supporting other professionals.
- Attending and participating fully in relevant meetings as required.
- Assisting with the supervision of pupils out of lesson times eg before and after school and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and in/out of school activities as required, taking responsibility for a group under the supervision of the teacher.

Data Protection	**Core Duties** Being aware of your and the School's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
Confidentiality	**Core Duties** To treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern.
Equalities	**Core Duties** The School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge and report racism, prejudice and discrimination.
Health and Safety	**Core Duties** Every employee is responsible for their own Health & Safety as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
Contribute as an effective member of our School Team	**Core Duties** Championing the professional integrity of the School at all times. Participating in first aid training to the level required of the role. Participating in training and development opportunities to be able to demonstrate competence in the role. Actively sharing feedback on School policies and interventions.

Duties and responsibilities of the post may change over times as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Person Specification

SEND Teaching Assistant (Level 2/Grade 3)

Qualifications or Knowledge:

1. NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
2. Understanding of relevant polices and codes of practice and an awareness of relevant legislation.
3. General understanding of curriculum and basic learning programmes or strategies. Training in relevant learning strategies e.g., literacy, phonics.
4. Basic understanding of child development and learning.

Skills and abilities:

5. Strong numeracy and literacy skills to be able to support children of all abilities effectively.
6. Competent use of ICT and other equipment and technology to support learning e.g., PC, photocopier
7. Ability to relate well to children and adults, providing clear and concise information and instructions. To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
8. Participate in a variety of relevant training and development opportunities with the ability to self-evaluate own development needs and actively seek learning opportunities.

Experience:

9. Working with or caring for children aged 4-11.
10. Working with SEND children.

Other conditions:

11. Enhanced DBS check (organised by school prior to appointment and ongoing)
12. First aid training (provided by school).