



# Maidstone Grammar School *for Girls*



## SEND Teaching Assistant & Administrator

Required for July or September 2026

Salary	Kent Range KSC £26,956 pa pro rata equating to £12,758 per annum.
Hours	20 hours per week term time plus 20 directed hours - Permanent contract
Commitment	<p>The post holder will offer one-to-one support to a student, helping to support within lessons as well as providing one-to-one intervention as required. The role will also involve SEND administration.</p> <p>Main roles and responsibilities</p> <ul style="list-style-type: none"><li>● SEND support</li><li>● To attend lessons for a student with SEND as required and provide 1:1 support in line with their EHCP</li><li>● Provide pastoral and emotional support for students with SEND</li><li>● Provide administrative support to the SEND team.</li></ul>

The post holder will report to the SENCO and be part of the SEND and Pastoral Team.

# Job Description

## **Purpose of the Role**

To provide 1:1 support both in and out of lessons for a student with SEND, as well as supporting with SEND administration.

## **Main roles and responsibilities**

- SEND support
- To attend lessons for a student with SEND as required and provide 1:1 support in line with their EHCP
- Provide pastoral and emotional support for students with SEND
- Provide administrative support to the SEND team.

## **Data Management & Compliance**

- Maintain and update the school's SEND Register and ensure student records on SIMs are accurate
- Coordinate administrative process for Education, Health and Care Plans (EHCP) and Annual Reviews, ensuring all legal deadlines are met
- Assist in the administration of Provision plans
- Assist in the administration of Health Care Plans (HCP) for students with medical needs
- Manage the filing, uploading and secure storage of SEND and Medical documentation in line with GDPR.

## **Communication & Liaison**

- Triaging enquiries regarding SEND to the relevant member of the team, handling conversations with parents/carers sensitively and with empathy and professionalism
- Send weekly communications to parents regarding students who have accessed the Hub
- Schedule meetings and send relevant correspondence to external professionals, including Educational Psychologists and SEND and Inclusion advisors, as directed by the SENCO.

## **Meeting & Event Coordination**

- Schedule and oversee the administrative aspects of Annual Review meetings, including booking rooms and sending out invitations to stakeholders
- Undertake training to meet the expectations of the school in relation to SEND.

## **General School Responsibilities**

- To be available on an ad hoc basis to take part in supervising lessons, school trips, and taking responsibility for a group of students.
- Undertake appropriate training and professional development, as required by the school and in consultation with the line manager and Headteacher.
- Comply with school policies and procedures (including those relating to Equal Opportunities, Health and Safety, confidentiality and GDPR) and uphold the ethos of the school.
- Uphold the school's behaviour code and uniform regulations.
- Maintain high professional standards of attendance, punctuality, appearance, conduct, and positive, courteous relations with students, parents and colleagues
- Undertake any other duties reasonably requested by the line manager, commensurate with the post.

## **Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/Complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people.

# Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. It is not expected that you will have had the opportunity to develop each of the skills to the same level. Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	Characteristics
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of education, including literacy and numeracy</li> <li>• A minimum of level 3 (A-level) qualifications</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with individuals and groups of students</li> <li>• Ability to work in an organised and methodical manner and maintain accurate records.</li> <li>• Ability to prioritise work under pressure to meet strict deadlines</li> <li>• Supportive approach to others, and an ability to relate well to colleagues and students</li> <li>• Ability to show sensitivity and objectivity in dealing with confidential issues.</li> <li>• Capacity for hard work and high expectations of self and students</li> <li>• Ability to make difficult decisions</li> <li>• Generosity of spirit</li> <li>• Willingness to contribute to extra-curricular activities</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Strong communication and organisational skills</li> <li>• Knowledge of SEND and EHCPs within the school context</li> <li>• Good ICT skills, knowledge of Google apps for education</li> <li>• Ability to address the needs of individuals, particularly in identifying and addressing their potential</li> <li>• A knowledge of current educational developments e.g. relating to ‘well being’ and mentoring</li> </ul>
<b>Experience and training</b>	<ul style="list-style-type: none"> <li>• Experience of working with students</li> <li>• Experience of working within a secondary school</li> <li>• Willingness to take part in professional development</li> </ul>

## The Application Process

Applicants should complete the application form and email addressed to the Headteacher, Miss Deborah Stanley via [mstarns@mggs.org](mailto:mstarns@mggs.org). Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). If you require any additional information, please contact Ms Starns, PA to the Headteacher via email: [mstarns@mggs.org](mailto:mstarns@mggs.org).

Full details and an application pack are available from the school’s website <https://www.mggs.org/joining-us/join-our-team/vacancies>

## Important Dates

Closing date for applications: 8am on 15th June 2026  
Interviews: 18th June 2026



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted*

*candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education.* For more information please see our [Safeguarding Policy](#).

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensuring that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975](#).