



Proud to be Primrose Lane

SEND Teaching Assistant

Temporary Post for 1 year

Candidate Information Pack

Closing date: Friday 3rd July 2026

Short Listing: Monday 6th July 2026

Interviews: Wednesday 8th July 2026



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Job Details

Start Date: Tuesday 1st September

Pay scale: B1 – B2 (£24,796 - £26,403) depending on experiences

Contract Type: Full time. Term time only. Temporary in the first instance.

Part time may be available for the right candidate

Application Closing Date: Friday 3rd July 12.00pm midday

Shortlisting Date: Monday 6th July 2026

Interview Date: Wednesday 8th July 2026

About Primrose Lane

Primrose Lane is a community primary school catering for 160 children aged 3-11. Our school is close to the centre of Boston Spa; an attractive rural village located on the outskirts of Leeds. Primrose Lane is proud of its reputation as a successful and caring school focused on providing the best education for all children that attend our school. We pride ourselves on the strong relationships we build with all stakeholders and believe this ensures that we have the highest expectations for learning and individual achievement.

We are a nurturing and inclusive school, providing a broad and balanced curriculum to ensure all children within our care develop a love of learning and can make progress, no matter their background or special educational need.

Primrose Lane is currently working close with Roundhay School, an Outstanding School in North Leeds. Roundhay and Primrose Lane share a strong and purposeful collaborative partnership focused on maintaining and enhancing high teaching standards. The schools work closely to align their teaching practises with the latest educational research and Ofsted expectations. This collaboration fosters a culture of continuous improvement ensuring that every pupil receives high quality, inclusive teaching tailored to their individual needs. By working together, Roundhay and Primrose Lane are committed to creating an environment where all children are supported and challenged to achieve their full academic and personal potential.

We are seeking an exceptional SEND Teaching Assistant to join our dedicated team, with a particular focus on supporting pupils Special Educational Needs including Autism and Downs Syndrome. In the first instance this position will be within the Early Years. In this rewarding role, you will have the

opportunity to make a real difference in the lives of our pupils, helping them to overcome challenges and reach their full potential

SEND Teaching Assistant

Important qualities in our new SEND Teaching Assistant:

- Enthusiastic and caring with a drive to do the best for the children you are supporting
- Ability to build a rapport with specific children
- Be resilient
- Be adaptable and able to think on your feet in challenging situations with excellent communication skills.
- Experience working with children, particularly those with SEND needs
- Know how to use a range of interventions that will support children to develop the skills necessary to manage their emotions
- Relevant qualifications in education, child development, or a related field (desirable), including Early Years Level 3 qualifications.
- Knowledgeable about phonics and early reading

The role will include:

- Working with children on a one to one and small group basis
- Working in our Early Years unit and support children in foundational skills including phonics and early reading
- Delivering evidence-based interventions for children with SEMH and SEND needs
- Working closely with the SEND Co to plan and deliver a personalised SEND timetable for a specific child

We can offer you:

- A friendly school that is a happy and healthy place to learn and work.
- A strong commitment to continuous professional development including working in partnership with Roundhay School and the Wharfe Valley Learning Partnership.
- The chance to be part of a school that is passionate about inspiring our pupils and enabling them to reach their full potential.
- A chance to be a part of a caring and nurturing environment with an exciting vision for the future
- A commitment to support you and your professional development.

For more information about our school, please look on our [website](#)

The successful applicant will become part of a team that is enthusiastically driving the school forward. We are a warm, inclusive school with strong ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner.

If you share our vision and are passionate about making a difference in the lives of our pupils, we'd love to hear from you. Apply now and join our dedicated team at Primrose Lane Primary School.

We welcome visits to our school; please contact the school office to arrange, either by email info@primroselane.leeds.sch.uk or by phone 01937 842 667.

Details of the interview arrangements will be sent out to those on the shortlist by **Wednesday 8th July**. If you have not heard from us by this date, please assume that your application has not been successful on this occasion.

Commitment to safeguarding

The school is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line. We promote equality, diversity and inclusion and want a workforce which reflects the population of Leeds.

Job Description

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils, to deliver SEND interventions on a one to one basis and to provide general support to the teacher in the management of pupils and the classroom.

Main Duties:

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health
- physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding
- appropriately to individual needs
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/administrative support - photocopying, typing, filing, collecting money etc
- To support pupils to understand instructions
- To support pupils in respect of local and national learning strategies, as directed by the teacher
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security,
- confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and

- develop
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required
- To assist with the supervision of pupils out of lesson times, including before and after school and a
- lunchtimes
- To accompany teaching staff and pupils on visits, trips and out of school activities as required

Person Specification

Teaching Assistant

Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>Good English and Maths skills</p> <p>Use basic technology – computer, photocopier</p> <p>Ability to relate well to children and adults</p> <p>Ability to work constructively as part of a team</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>	<p>GCSE Maths and English (or equivalent)</p> <p>L3 EYFS qualification or equivalent</p>	<p>Provide evidence by producing certificate</p>
<p>KNOWLEDGE & UNDERSTANDING</p> <p>Working with or caring for children of relevant age</p> <p>Understanding classroom roles and responsibilities and your own position within these.</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Appropriate knowledge of first aid</p> <p>To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>	<p>Application form</p> <p>Application form and selection process</p>
<p>QUALIFICATIONS/ TRAINING</p> <p>Participate in development and training opportunities</p>	<p>Application form and selection process</p>	<p>Completion of DfE Teacher Assistant Induction Programme</p>	<p>Application form and Certificate</p>
<p>OTHER CONDITIONS</p>	<p>Enhanced DBS clearance</p>		

Any Special Conditions of Service:

- There is a requirement to submit to an enhanced Disclosure and Barring Service (DBS) background check.
- Term time working
- There may be a need to occasionally work outside of school hours and off school premises, as required by the school.
- The school operates a non-smoking policy