

# CANDIDATE INFORMATION PACK



Heckmondwike  
Grammar School

## JOB TITLE SEND Teaching Assistant

Are you looking for an exciting and new career opportunity?

Then this will be the job for you.

Could you support our SEND students and guide them to overcome their barriers to learning and reach their fullest potential?

We are seeking someone to support the teaching, learning and pastoral care needs for students with a range of special educational needs and disabilities to ensure a positive and inclusive learning environment for our students.

We are proud to be Secondary School of the Year for Academic Excellence 2025, Ranked No 1 in the North of England - The Sunday Times Schools Guide 2025.

### SALARY

Range 9 (9-13)  
SCP9 £27,254 pro rata  
(£20,522.26 actual salary)

### TERM/ HOURS

Permanent  
from 1 September 2026

32.5 hours per week.  
Term Time plus 5 Training Days

8.30am to 3.30pm Monday to Friday,

We are committed to supporting flexible working and welcome applications from candidates seeking part-time or flexible arrangements.

### CLOSING DATE

8am Monday 18 May 2026  
Interviews to be held on  
Thursday 21 May 2026



**HECKMONDWIKE**  
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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**HECKMONDWIKE**  
GRAMMAR SCHOOL

## SEND Teaching Assistant



### About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

### The Role:

We are looking for a motivated, enthusiastic and engaging teaching assistant to work within the SEND department here at Heckmondwike Grammar School. Working within the SEND Code of Practice to promote full inclusion within our school.

We are seeking someone to support the teaching, learning and pastoral care needs for students with a range of special educational needs and disabilities to ensure a positive learning environment for our students.

Duties will include but are not limited to:

- To support students with SEND as required
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

### Responsibilities

Specific responsibilities are set out in a detailed job description.

### What We Offer

- Motivated, ambitious students who are eager to learn and succeed.
- A supportive and creative team dedicated to student progress.
- Well-equipped, specialist classrooms to enhance teaching and learning.
- A learning-centred school where best practice is a priority.
- Comprehensive CPD opportunities to support professional development and career progression.
- A vibrant, collaborative community of like-minded professionals.

### What will you bring to the role?

- Outstanding communication and interpersonal skills
- Ability to remain calm under pressure
- Demonstrate a high standard of customer service
- Work well as part of a team, as well as on your own initiative
- Honesty and integrity

# CANDIDATE INFORMATION PACK

- A flexible and open attitude to change
- Suitability to work with children

## Why Should You Apply?

Heckmondwike Grammar School is a unique learning environment, home to students who are eager to learn, ambitious in their aspirations, and keen to make the most of their educational experience.

## We take pride in:

- Our diverse school community, which consistently achieves exceptional results.
- A school culture that supports students' academic success and personal development.
- Strong relationships between staff and students, creating a positive learning environment.
- High expectations, which drive students to excel.

## We also offer:

- A competitive salary.
- Membership of the Local Government pension scheme.
- A range of well-being benefits.

## How Should You Apply?

If you are interested in this position, then please visit the vacancies section of our website [www.heckgrammar.co.uk/vacancies](http://www.heckgrammar.co.uk/vacancies).

We look forward to receiving your application

Completed applications should be sent by email to: [recruitment@heckgrammar.co.uk](mailto:recruitment@heckgrammar.co.uk).

Further information about the school is available on the school website [www.heckgrammar.co.uk](http://www.heckgrammar.co.uk)

## Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

## Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.



**HECKMONDWIKE**  
GRAMMAR SCHOOL



**HECKMONDWIKE GRAMMAR SCHOOL  
JOB DESCRIPTION**

<b>POST TITLE:</b>	SEND Teaching Assistant
<b>SALARY GRADE:</b>	Range 9 (9-13) SCP9 £27,254 pro rata (£20,522.26 actual salary)
<b>CONTRACT TYPE:</b>	Permanent
<b>WORKING HOURS:</b>	8.30am to 3.30pm Monday to Friday - 32.5 hours per week. Term Time plus 5 Training Days
<b>RESPONSIBLE TO:</b>	SENDCo

**Main Purpose**

To support teaching and learning for students with Special Educational Needs and Disabilities both in and out of the classroom.

The Teaching Assistant will:

- Support students with SEND as required
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

**Duties and responsibilities**

**Teaching and learning**

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Observe pupil performance and pass observations on to the class teacher
- Use ICT skills and relevant strategies to advance pupils' learning

- Undertake any other relevant duties given by the class teacher
- To provide students with SEND with support to access assessments and examinations.
- To support effective transitions of students within school

## **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities
- To have a good knowledge of effective strategies for supporting students with SEND.

## **Working with staff, parents/carers and relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the SENDCo
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- With the SENDCo, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers and the wider pastoral team.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues
- To take a share in general responsibilities and administration within the SEND department.

## **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.

## **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures.

## **Other areas of responsibility**

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Teaching Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



**SEND Teaching Assistant: Person Specification**

General – KS3, 4 and 5

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li> <li>NVQ Level 3 Teaching Assistant or (Equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Recent SEND training</li> <li>Recent leadership training</li> <li>First-aid training, or willingness to complete it</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Good literacy and numeracy skills</li> <li>Good organisational skills</li> <li>Ability to build effective working relationships with pupils and adults</li> <li>Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>Knowledge of SEND, the needs of students and the challenges they face</li> <li>Excellent verbal communication skills</li> <li>Active listening skills</li> <li>The ability to remain calm in stressful and challenging situations</li> <li>Good ICT skills, particularly using ICT to support learning</li> <li>Ability to work 1:1 with students to promote active engagement and support progress</li> </ul>	<ul style="list-style-type: none"> <li>Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>Knowledge of guidance and requirements around safeguarding children</li> <li>Skills and expertise in understanding the needs of all pupils</li> <li>Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>

	Essential	Desirable
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• High expectations of students and self</li> <li>• Ability to work on own initiative and as part of a team</li> <li>• Commitment to promoting the values and ethos of the school</li> <li>• Passionate belief and commitment to achieving the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil's wellbeing and equality</li> <li>• Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>• Capacity to inspire, motivate and challenge children and young people</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Experience of working with vulnerable children.</li> <li>• Experience of supporting students with SEND.</li> <li>• Experience of working within a secondary school and/or sixth form college.</li> <li>• Successful experience of implementing strategies, which will help to raise achievement and enable students to access their learning and full potential.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of communicating with parents and other stakeholders.</li> <li>• Experience planning and delivering learning activities</li> <li>• Experience of assisting class teachers in delivering the curriculum</li> <li>• Experience of supporting students during examinations and assessments.</li> </ul>

	Essential	Desirable
<b>Other</b>	<ul style="list-style-type: none"> <li>• Flexible and work as part of a team to achieve a common goal</li> <li>• Energy, self-confidence and the ability to 'give more' when the occasion demands it</li> <li>• Ability to contribute to wider school life</li> <li>• Ability to work under pressure and to meet deadlines</li> <li>• Ability to maintain a sense of perspective in all working conditions</li> <li>• Ability to maintain appropriate relationships and personal boundaries with students</li> </ul>	<ul style="list-style-type: none"> <li>• Participated in residential or educational visits</li> </ul>



## Ethos, Values & Aims

### Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

### Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

### Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



## **STAFF BENEFITS**

Detailed below are some of the benefits that will be available to you when you join us.

### **Pension**

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

### **Training and Development**

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

### **Parking**

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

### **Cycle to Work Scheme**

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

### **Health and Wellbeing**

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

### **Social Events**

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- There are numerous ad-hoc social events throughout the year.