



EDUCATION
TRUST



Applicant Information Pack

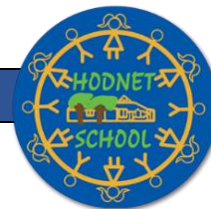
SEND Teaching Assistant



'Every Individual is in a great school'



Letter from the Headteacher



Dear Applicant,

Thank you for the interest you have shown in our school. Hodnet Primary School is situated in the rural village of Hodnet in North Shropshire. It is a wonderful community school, with the children drawn from the local area, surrounding rural villages and Market Drayton.

We are a popular school with 180 children on roll, in 7 individual year group classes. Our building is set within extensive grounds, including a Forest School area, school garden and large playing field. Our Early Years classrooms learning areas are Reggio Emilia inspired to promote independence and enjoyment through natural themes and self-selection activities.

Hodnet Primary School is a happy and successful school where pupils achieve well. We take great pride in our exciting, caring and welcoming school. Our staff team is constantly in pursuit of excellence whilst putting the children's best interests at the heart of all decision making. We are a well experienced, dedicated and passionate whole-school team who set high expectations for our pupils and have the well-being and safeguarding of all, at the heart of all that we do.

We aim to equip our pupils with the necessary **social** and **academic** skills and knowledge that they need to be **lifelong learners**. We want them to have a **passion** for learning and an **inquiring mind**. Our school community **prioritises well-being** and we ensure all pupils and staff have respect for themselves and others and that we celebrate difference and individuality.

We are committed to enriching the curriculum for our children through a wide range of clubs, trips, competitions, community work and collaboration with other schools. It is important to us to offer as many opportunities as possible to the children, ensuring that we offer a full and enriching experience for all. Our children are hardworking and well behaved. They take pride in their work and are kind and caring towards others. We recognise achievements and celebrate success together.

Our staff are our greatest asset: we are committed to continued professional development for all our staff as we aim to make our community as successful as possible. We foster open, professional and respectful relationships across the school and staff well-being and happiness is paramount.

This recruitment pack contains details about our school, the 3-18 Multi Academy Trust, and the commitment to our staff and students. Please explore our website and read the additional materials included in this pack to find out more.

If you decide that you would like the opportunity to work in our school and feel that you have the ability to make a difference, then we look forward to your application. If you would like to arrange a visit or an informal discussion, then please contact our School Office via email: admin@hod.318education.co.uk

We look forward to hearing from you.

Yours faithfully,

Penny Lyall,
Headteacher

Together We Achieve More
Be Ready, Be Respectful, Be Safe



About our School



At Hodnet Primary School, we pride ourselves on our welcoming learning environment and positive community ethos. Hodnet Primary School is a very special place to many. Parents and governors are involved and supportive, and the children are involved in all aspects of school life through our pupil voice opportunities such as School Council, Eco Warriors, Safety Crew and House Team system.

'Together We Achieve More' by working collaboratively and with the best interests of our children at the centre of our decision making. Children are happy and make good progress through our ambitious curriculum. We are very proud of their effort and attitudes.



Our school sits at the heart of a wonderful community and we pride ourselves on being responsive to the families we serve. The school staff strive to make Hodnet Primary school a happy and successful learning environment for all children.

We encourage our children to be brave, resilient and persevere with goals and challenges.

We value all our children and families and are committed to nurturing and inspiring children to be happy, confident learners. We achieve this by working together to create meaningful and enjoyable experiences. In this way we strive to instil a lifelong love of learning and achieving.



Our broad and balanced curriculum aims to meet the needs of all learners, with pupils involved in their own learning design as much as possible. We aim for children to be confident and ambitious with a creative wonder about the world around them and the world beyond their immediate surroundings. We ensure children have the knowledge and skills they need to succeed.

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free



Job Description: SEND Teaching Assistant



Title of Post	SEND Teaching Assistant
Grade and SCP	L3 Grade 6 SCP 7
Hours/Working Weeks	30 hrs per week/ 38 weeks + 1 PD Day
Post Status	Permanent
Accountable To	Headteacher

Main Purpose

Working under the guidance of the teaching staff and nominated teaching assistants and within an agreed system of supervision, to support access to learning for pupils and to assist the teacher in the management of pupils and the classroom, including support for individual Education Health Care Plans (EHCP's). This could include those requiring detailed and specialist knowledge in particular areas, and those who need particular help to overcome barriers to learning. Work with pupils will be carried out in or out of the classroom.

Assistance will be provided to teachers over the whole planning cycle, and with the management and preparation of equipment and resources. In addition, the professional work of teachers will be complemented by taking responsibility for specific learning activities under an agreed system of supervision.

Additionally, may also occasionally supervise whole classes during the short-term absence of teachers, the primary focus being to maintain good order and keep pupils on task by responding to questions and assisting pupils to undertake set activities.

Duties & Responsibilities

1. Support for pupils

- Attend to pupils' personal needs and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes / strategies.
- Supervise and support pupils, including those with special needs and those excluded from, or otherwise not working to, a normal timetable, ensuring their safety and access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others and engage in learning activities.
- Set challenging and demanding expectations and promote self – esteem and independence.
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills / training / experience to support pupils.
- Provide pastoral support to pupils, and assist in their social, health, and hygiene development.
- Develop 1:1 mentoring arrangement with pupils and provide support for distressed pupils.
- Promote the speedy / effective transfer of pupils across phases / integration of those who have been absent.
- Provide information and advice to enable pupils to make choices about their own learning / behaviour / attendance.

2. Support for the teacher

- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems / records as requested.
- Administer and assess routine tests, undertake routine marking of pupils' work if necessary, and accurately record achievement / progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents / carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.
- Provide general clerical / admin support e.g. dealing with correspondence, photocopying or filing..
- Assist in the development, implementation, and monitoring of systems related to attendance and integration.
- Liaise with feeder schools and other relevant bodies to gather pupil information.
- Contribute to the development and implementation of appropriate behaviour management strategies.

3. Support for the curriculum

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.
- Implement local and national learning strategies as directed by the teachers.
- Support pupils in using ICT and develop pupils' competence and independence in its use.
- Determine the need for, prepare and maintain equipment / resources as directed by the teacher, and assist pupils in their use.
- Be aware of and appreciate a range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

4. Support for the school

- 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.
- Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- To maintain constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. Including supporting the safeguarding and promoting the welfare of children.

Data Protection and other statutory responsibilities

Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

Other Duties

Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Meetings

- To attend meeting as required by school or Trust.
- To attend the annual 318 Education Trust conference.

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your 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

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.



Person Specification – SEND Teaching Assistant



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSE's or equivalent, including English and Maths • 	<ul style="list-style-type: none"> • Academic or professional qualifications in disciplines relevant to governance or compliance
Work or Relevant Experience:	<ul style="list-style-type: none"> • Relevant personal and professional development • Working in an environment where experiences included taking initiative and self-motivation • Working as a member of a team 	<ul style="list-style-type: none"> • Previous experience of supporting neurodiverse pupils and pupils with challenging behaviour. • Experience in building strong collaborative relationships •
Skills/Knowledge	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities • Excellent ICT skills • Ability to train, supervise and develop other staff** • Excellent organisational skills • Ability to manage time effectively • Understanding of data protection 	<ul style="list-style-type: none"> • Knowledge of supporting neurodiverse pupils and how to engage pupils in a mainstream setting, for example the PACE approach. • Knowledge of supporting pupils with sensory needs. • Knowledge of supporting pupils with behavioural needs and SEMH and/or anxiety. • Skilled/Experienced in supporting pupils with additional needs in the mainstream setting.
Personal Attributes	<ul style="list-style-type: none"> • Excellent communication skills • Ability to relate well to children and adults • Ability to work well as part of a team • Flexibility and reliability • Ability to bring to the role, initiative, enthusiasm and commitment • Ability to maintain confidential information • Ability to communicate effectively both verbally and in writing to a diverse range of people 	<ul style="list-style-type: none"> • Knowledge of supporting neurodiverse pupils and how to integrate and play with other pupils at less structured times, such as lunchtimes and playtimes. • Supporting pupils during outdoor education such as forest schools.
Special Conditions	<ul style="list-style-type: none"> • Sufficiently fluent in spoken English to ensure effective performance in the role • Able to work at times to meet the needs of the service • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check 	

Application & Appointment Process

An application form is available to download from the school website which can be found [here](#). Please complete and return it promptly, highlighting your relevant experience, skills, and personal qualities.

For more information or to arrange an informal conversation, contact Hodnet School's Office Manager, Dawn O'Connor at admin@hod.318education.co.uk

Application Deadline: 4pm Monday 6th October 2025

Interview Date: Wednesday 8th October 2025

Submit Applications to: admin@hod.318education.co.uk

Interviews will be offered to applicants who best match the person specification and job description.

If invited for an interview, bring evidence of qualifications and documents for the DBS application process.

Important Notes:

- Please complete all elements of the application form, incomplete forms will not be put through shortlisting.
- CVs are not accepted.
- The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check.
- This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023). Guidance on disclosing convictions can be found on the [Ministry of Justice website](#).
- Under the Immigration Act 2016, candidates for customer-facing roles must meet the necessary standard of spoken English.
- It is an offence to apply if barred from engaging in regulated activity relevant to children.
- Employment is subject to medical fitness, satisfactory references, right to work in the UK, and an Enhanced DBS check. Online checks will be carried out on successful applicants.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust or school website.