

SEND Teaching Assistant Level 1 Recruitment Information Pack

(Temporary - linked to funding allocated to named pupils)



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Contents

Letter from Headteacher.....	3
Nineland Primary School Mission Statement and Aims.....	4
Application Process.....	5
Vacancy Advert.....	6
Job Description.....	8
Key Skills and Competencies.....	10

Dear Applicant

Re: SEND Teaching Assistant Level 1 - (Temporary - linked to funding allocated to named pupils)

Thank you for your interest in our SEND Teaching Assistant post at Nineland's Primary School. Due to increasing levels of need and the availability of funding for named pupils, we are looking to appoint a Teaching Assistant to join our wonderful Lower Key Stage 2 team in the first instance.

This is an exciting time for Nineland's Primary School, with a forward-thinking Senior Leadership Team, fully committed to building upon the solid foundation of a 'Good' overall outcome in our 2023 Ofsted inspection. We are looking for an inspirational and highly motivated practitioner who is passionate about working with children. Although staff in school have a wealth of expertise to support the successful candidate, a passion for supporting children with additional needs to thrive is essential. The role will be predominantly working one to one to support children with SEND.

Despite being the largest Primary School in Garforth, we are a friendly, close and supportive staff who work well as a team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTFA, the Friends of Nineland's, who raise considerable funds for the school and have an excellent relationship with the school leadership team. In short, Nineland's is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career.

I hope that after finding out more about our school, you will feel encouraged to apply for this post.

Yours in learning,

Mrs Katie Pashley
Headteacher





Ninelands Primary School Mission Statement

At Ninelands, we believe in making learning irresistible, meaningful and memorable. We want all our children to thrive in a happy, secure and inclusive environment where they develop enquiring minds, enjoy learning and have high aspirations, every lesson, every day. We challenge our children to be independent and self-motivated with the resilience to continue their lifelong learning journey so they can flourish, contributing positively to society with strength and compassion.

The aims of our school are:

- To develop enquiring minds, an enthusiasm for learning, and ability to co-operate and a desire to achieve.
- To encourage everyone to understand their strengths, creating growth mindsets which embrace challenge.
- To maintain a broad, balanced, exciting and meaningful curriculum which enables every child to experience success and a strong sense of achievement through a wide range of experiences.
- To promote self-discipline so that children become increasingly responsible for their own behaviour, growing themselves as self-reliant and self-motivated learners.
- To foster in all members of the school community, a positive appreciation of the importance of inclusion, diversity and cultural heritage, and of the role we all play in our society.
- For children to be a part of the school and wider town and city community and for them to understand and value how they can actively contribute.
- To establish and maintain positive relationships with parents and carers so their child's learning journey is a partnership.
- To support, value and empower staff to create an environment that enables our aims and mission.

The Application Process

Interested candidates are welcomed to contact Mrs. Jackie Coyle, School Business Leader for further information on the post on 0113 2878370 or at office@ninelands-school.co.uk. Visit our website www.ninelands-school.co.uk for more information about Ninelands Primary School.

Candidates are also very welcome to visit school and are encouraged to book a visit time by contacting the school office. Visits or informal chats can be arranged by e-mailing office@ninelands-school.co.uk

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

Where & when do I need to send my completed application?

Your completed application form and covering letter should be returned to office@ninelands-school.co.uk

Closing Date: Wednesday 11th November 2026 at 8.00am

Interview Date: Monday 16th November 2026

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 48 hours of the closing date. If you have any queries on any aspect of the application process or need additional information, please contact Mrs. Jackie Coyle, School Business Leader by email to office@ninelands-school.co.uk or telephone school on 0113 2878370.

Vacancy Advertisement
SEND Teaching Assistant Level 1
(Temporary - linked to funding allocated to named pupils)
Required to start as soon as possible

Full-time, term time only, Monday – Friday 8.45am – 3.45pm 32.5 hours per week
Grade A3- B1 (SCP 03- 06) £25,949 FTE Salary – £13.45 per hour

Ninelands Primary School is a large and popular two form entry school in Garforth, Leeds. The governing body are seeking to employ an excellent Level 1 SEND Teaching Assistant to support children, predominantly on a 1:1 basis. We are looking for an enthusiastic, warm and caring individual who is able to develop supportive relationships with children for the purpose of improving educational outcomes. This post would suit candidates who have experience of or a passion for any of the following areas in particular:

- working with children in Lower Key Stage 2
- supporting children with social, emotional and mental health needs.

We are seeking an individual who:

- Understands how children learn on an individual level to ensure progress
- Works effectively as part of a skilled team, having excellent communication skills
- Is able to work on their own initiative
- Has enthusiasm and passion for the job
- Is committed to delivering the best possible education to all our pupils
- Has high aspirations for own career development

We can offer you:

- motivated children who are curious and eager to explore
- a dedicated and professional staff team
- a well-resourced and attractive environment
- a strong commitment to continuous professional career development and equal opportunities
- a happy school with strong support from its stakeholders
- free wrap around childcare from 7.30am until 6.00pm

Experience of working with primary children and a commitment to inclusion is essential. An NVQ Level 2 for Teaching Assistants (or equivalent) would also be an advantage but not essential.

Hours of work are term time only, Monday – Friday, 8.45am – 3.45pm (32.5 hours per week) which includes lunchtime supervision and leading play for children over the lunchtime period.

Visits to school are highly encouraged. Please contact office@ninelands-school.co.uk for an appointment.



Ninelands Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

We promote diversity and want a workforce which reflects the populations of Leeds.

Enhanced Disclosure

Thank you for your interest in this post at Ninelands Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview.

If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

It is illegal to apply for this position if you are on the Children's Barred List.

Ninelands Primary School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process. Further information can be found on our school website at http://www.ninelands-school.co.uk/nps_vacancies.html

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.

Job Description

Job Title: SEND Teaching Assistant Level 1

Responsible to: Deputy Headteacher and Immediate Line Manager

Purpose of job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Responsibilities

- 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/admin. support - photocopying, typing, filing, making resources etc.
- To support pupils to understand instructions
- To support pupils in accessing the National Curriculum, 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 at lunchtimes
- To accompany teaching staff and pupils on visits, trips and out of school activities as required
- To ensure promotion and support of child protection policies, equal opportunities and health & safety
- To undertake any other duties that are commensurate with the post

Key Skills and Competencies

Essential Criteria	Desirable Criteria
Skills • Able to effectively use of ICT to support learning • Ability to naturally relate and establish a rapport with children and adults • Can work constructively as part of a team • Skills of empathy, listening, communication and responding with appropriate language to build rapport with children and parents/ carers from a variety of ages, abilities and backgrounds • Good communication skills to promote and develop effective working with children, colleagues and carers/agencies at an appropriate level to achieve understanding and constructive response • Flexible, adaptable and positive attitude to working in a structured environment • Able to use a range of office equipment e.g. printers, copiers	
Experience • Working with or caring for children of relevant age • Experience of dealing with a wide range of people • Experience of working as part of a team • Experience of using ICT effectively • Experience of organising work tasks and duties to meet appropriate service standards e.g. in terms of timeliness, accuracy and customer care •	• Experience of working / caring for with children from Nursery through to Year 6 age • Experience of working with or caring for children with SEND • Experience of working with or caring for children with learning and behavioural needs
Knowledge and understanding • General understanding of national/foundation stage curriculum and other basic learning programmes/strategies • Basic understanding of child development and learning • Understanding of relevant policies/codes of practice and awareness of relevant legislation	• Appropriate knowledge of first aid • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Qualifications & Training • Good standard of general education including Maths and English at GCSE grade C or above or equivalent • Relevant experience of operating in a Nursery / primary classroom or working with Nursery / primary school aged children	• Training in relevant learning strategies • Commitment to own personal development and training • Current first aid certificate • Ability to use British sign language and/or Makaton • Training in how to support children with learning and behavioural needs • Relevant Teaching Assistant qualification recognised nationally as being equivalent to level 2 of the national qualifications framework or above (NQF)
Personal Requirements • Willingness to contribute to the wider success of school • Ability to respect sensitive and confidential work • Commitment to safeguarding and promoting the welfare of children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children • Demonstrates a commitment to the values and behaviours which flow from the Nineland ethos • Ability to maintain confidentiality • Has a sense of humour • Ability to work calmly and with patience • To be a positive role model to other staff and children • Has a desire to work with children who require nurturing and support with their learning and behaviour	