Nyewood CE Infant School

SEND Teaching Assistant Information Booklet



"Smiling, Caring and Learning Together on a journey with God"



Why Nyewood CE Infant School is a wonderful place to work?

At Nyewood CE Infant School, we are blessed with a warm, nurturing community where every member of our school family - staff, children, and parents - feels valued and supported. Our Christian foundation creates a culture of kindness, compassion and mutual respect that permeates everything we do.
Our staff are passionate about making a difference, and our shared commitment to our Christian values creates a strong sense of purpose and belonging. We celebrate each other's successes, support one another through challenges, and work collaboratively to ensure every child in our care flourishes. The relationships we build - with our pupils, their families, and each other—are at the heart of what makes Nyewood such a rewarding and fulfilling place to work.






Our Vision

"Smiling, caring and learning together on a journey with God"

As a school we ensure that children are 'smiling' and show joy in their lives when being part of our Nyewood Family. The children are 'caring' for themselves, for each other and all things in God's world. The children are 'learning together', ensuring that they are equipped with the knowledge and skills needed to be successful during their time at Nyewood as well as their future learning journeys. The children know that this is all possible 'on a journey with God', knowing that God is the consistent who will always be there for them, no matter where they are in life.



Bishop Luffa Learning Partnership

'I have come in order that they might have life – life in all its fullness.' John 10:10

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, Rumboldswhyke CE Primary School, Lavant CE Primary School, Fishbourne CE Primary School, West Dean CE Primary School, and Nyewood CE Infant School.

SEND Teaching Assistant Position

Grade: Grade 3 (Point 3-4)
Hours: 25 (Term-Time Only)
Responsible to: Class Teacher & Senior Leadership Team (SLT)

Nyewood CE Infant School has an opportunity for a highly adaptable person with excellent communication and proven support skills to become part of our warm and welcoming Christian school. The successful candidate will be enthusiastic about children's learning, with a warm and caring approach that reflects our Christian values.

We're looking for someone with a positive, flexible approach who can adapt their methods to meet different children's needs, particularly when supporting pupils with additional needs on a 1:1 or small group basis. You should be able to use a range of behaviour strategies effectively, diffusing and diverting behaviours while maintaining high expectations and standards. Above all, you should be someone who is committed to our school's vision of 'Smiling, caring and learning together on a journey with God', and who will consistently model professionalism, warmth and sensitivity in all relationships with children, families and colleagues. The post will be under the guidance and support of the relevant key stage team and will be based across Early Years and the school's inclusion base. You will work closely with this team in supporting all areas of the curriculum.

Ideally, candidates should have experience in a school environment, working with children in the Early Years and/or Key Stage 1. A qualification at NVQ level 2 or 3 or equivalent would be an advantage. You will need to enjoy working collaboratively and have good communication and organisational skills. We are looking for somebody who is passionate about the post, has a flexible approach to work and is committed to meeting the needs of the pupils in our school.

The post is to start on the completion of satisfactory recruitment processes. Please contact the Headteacher, Kate Miller, to express your interest in this post, in person or by email at office@nyewoodinf.co.uk

Closing date for applications is by: Monday 4th January 2027 at 9:00am

Interviews will be held on: Friday 11th January 2027






Job Description – SEND Teaching Assistant

Main Purpose

The role involves contributing to the Christian ethos, vision, and values of Nyewood CE Infant School while providing high-quality support for pupils' learning, welfare, and inclusion. The post holder will play an active part in promoting safeguarding and ensuring a safe, nurturing environment for all pupils. Working closely with class teachers, they will support the assessment of pupil progress and help deliver engaging, inclusive learning activities. In addition, the role includes supervising pupils during midday meals, encouraging positive behaviour and fostering social interaction in line with the school's values.

Key Duties and Responsibilities

- Support the Christian ethos and actively model the school's values.
- Promote safeguarding, welfare, and inclusion of all pupils at all times.
- Build and maintain positive relationships with pupils, encouraging self-worth and self-esteem.
- Assist the class teacher in assessing pupil progress and providing feedback.
- Monitor behaviour using positive strategies, in line with the school's behaviour policy.
- Undertake midday meals supervision (casual or permanent), ensuring the safety and wellbeing of all pupils.
- Deal with minor injuries and act as a first aid supervisor as required.
- Prepare, manage, and maintain classroom resources and displays.
- Encourage healthy lifestyles and support the development of language and communication skills.
- Implement structured interventions alongside the class teacher and Inclusion Manager.
- Liaise with the Senior Leadership Team and external agencies as needed.
- Accompany school activities and take responsibility for individuals or small groups on trips.
- Supervise pupils outside lesson times, including break and lunchtimes.
- Foster links between families and the wider community.
- Attend meetings, professional development, and INSET days as required.
- Participate in performance appraisal and regular safeguarding training.
- Maintain professionalism and confidentiality at all times.
- Follow all school policies (including Safeguarding, Health & Safety, Data Protection, and Codes of Conduct) and report concerns promptly.
- Undertake any other duties as directed by the Headteacher or Senior Leadership Team.

The duties are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

Essential Criteria:

- Commitment to supporting and promoting the Christian ethos, vision, and values of the school
- Understanding of safeguarding, child protection, and promoting pupil wellbeing
- Experience of supporting children's learning in an educational or similar setting
- Ability to build positive relationships with pupils, promoting self-esteem and confidence
- Understanding of inclusive practice and supporting pupils with a range of needs
- Ability to support teaching and learning activities under the direction of a class teacher
- Good communication and interpersonal skills, with the ability to work effectively with staff, pupils, and families
- Ability to promote positive behaviour in line with school policies
- Willingness to undertake midday supervision duties and support pupils during less structured times
- Ability to manage classroom resources and contribute to a safe and engaging learning environment
- Basic first aid awareness or willingness to undertake training
- Ability to work effectively as part of a team and follow direction from senior staff
- Commitment to professional development, training, and appraisal processes
- Ability to maintain confidentiality and demonstrate professionalism at all times

Desirable Criteria:

- Previous experience working as a Teaching Assistant in a primary or infant school
- Relevant qualification (e.g. Level 2/3 Teaching Assistant or equivalent)
- First Aid qualification
- Experience delivering small group interventions or targeted support programmes
- Experience supporting pupils with SEND or additional needs
- Knowledge of Early Years and/or Key Stage 1 curriculum
- Experience liaising with external agencies or supporting family engagement
- Understanding of strategies to support language and communication development

Nyewood CE Infant School is an equal opportunities employer committed to safeguarding and promoting the welfare of children and young people, and there is an expectation of all staff and volunteers to share this commitment. This position is subject to a successful enhanced criminal records check via the DBS, references and a health check. You will also be required to provide evidence of your Right to Work in the UK.