



*Proud to be Primrose Lane*

SEND Teaching Assistant

Temporary Post

Candidate Information Pack

Closing date: Wednesday 24<sup>th</sup> September

Short Listing: Thursday 25<sup>th</sup> September

Interviews: Monday 29<sup>th</sup> September



## *Proud to be Primrose Lane*

### Job Details

Start Date: ASAP

Pay scale: B1 (£24, 404 - £25, 183)

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

Term time only

Part time may be available for the right candidate

Application Closing Date: Wednesday 24<sup>th</sup> September at 12.00pm midday

Shortlisting Date: Thursday 25<sup>th</sup> September

Interview Date: Monday 29<sup>th</sup> September

### **About Primrose Lane**

Primrose Lane is a community primary school with 200 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 caring and successful school focused on 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 part of Wharfe Valley Learning Partnership, a group of local schools who work together to ensure consistently high standards of teaching and learning across the partnership. School leaders and governors from each school work together to provide 'critical friendship', collaboration and professional development opportunities for all staff and governors.

We are looking for an exceptional SEND Teaching Assistant to join our dedicated team. This role is integral to supporting pupils with special educational needs, including ADHD and Autism, helping them to overcome challenges and achieve their full potential. You will work closely with teachers, external professionals, and parents to provide personalised support and promote inclusion within our school community.

This role offers the chance to make a meaningful impact on the lives of pupils with SEND, helping them overcome challenges and achieve their potential. If you are passionate about SEND support we want to hear from you!

## SEND Teaching Assistant

### Important qualities in our new Teaching Assistant:

- Patience, empathy and a nurturing approach.
- An understanding of ADHD and Autism and how to support children within the classroom and school environment.
- Ability to build a rapport with children across school.
- Enthusiasm for professional development and continuous learning.
- Commitment to inclusive education and promoting equality of opportunity.
- Be adaptable and able to think on your feet in challenging situations with excellent communication skills.
- Relevant qualifications in education, child development, or a related field (desirable).

### The role will include:

- Working one to one in class with specific children.
- Working with small groups.
- Delivering evidence-based interventions for children with SEND needs.
- Working closely with the SEND Co to plan and prioritise sessions for children.

### 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 school 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](mailto: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 **Friday 26<sup>th</sup> September**. 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 and small group basis and to provide general support to the teacher in the management of pupils and the classroom.**

### **Main Duties:**

1. To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
2. Supporting pupils with speech difficulties under the guidance of a Speech Therapist to support individual pupils with specific needs - in-house training provided.
3. The postholder may also be required to assist pupils with physiotherapy under the guidance of physiotherapist.
4. To supervise and support pupils ensuring their safety and access to learning
5. To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
6. To promote the inclusion and acceptance of all pupils
7. To encourage pupils to interact with others and engage in activities led by the teacher
8. To encourage pupils to act independently as appropriate
9. To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
10. To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
11. To undertake pupil record keeping as requested
12. To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
13. To gather/report information from/to parents/carers as directed
14. To provide clerical/administrative support - photocopying, typing, filing, collecting money etc.
15. To support pupils to understand instructions
16. To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher
17. To support pupils in using basic ICT as directed

18. To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
19. 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.
20. To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
21. To contribute to the overall ethos/work/aims of the school
22. To appreciate and support the role of other professionals
23. To attend relevant meetings as required
24. To participate in training and other learning activities and performance development as required.
25. To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
26. To accompany teaching staff and pupils on visits, trips and out of school activities as required.

# PERSON SPECIFICATION

**Job Title:** SEN Teaching Assistant Level 1

**School:** Primrose Lane Primary School

**Pay Band:** B1

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b>  Good numeracy/literacy skills  Use basic technology – computer, photocopier  Ability to relate well to children and adults  Ability to work constructively as part of a team	Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process	Maths and/or English Grades  GCSE A-C or CSE level 1  Previous experience of working with pupils with Autistic Spectrum Condition and Developmental Co-ordination Disorder (dyspraxia)	Provide evidence by producing certificate  Application form and selection process  Application form and selection process
<b>KNOWLEDGE &amp; UNDERSTANDING</b>  Working with or caring for children of relevant age  Understanding classroom roles and responsibilities and your own position within these.	Application form and selection process  Application form and selection process	Appropriate knowledge of first aid  To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Application form  Application form and selection process
<b>QUALIFICATIONS/ TRAINING</b>  Participate in development and training opportunities	Application form and selection process	Completion of DfES Teacher Assistant Induction Programme	Application form and Certificate
<b>OTHER CONDITIONS</b>  Enhanced DBS Check			

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 and vaping policy