



At Sidlesham, we are kind and we CARE.  
In everything we do, we can see:  
Courage · Ambition · Respect · Enthusiasm



Job Application Pack - SEND Teaching Assistant

Salary: WSCC Grade 3.4

Start date: September 2025

Two positions - 1 x Full time - Fixed Term Contract and 1 x Part time - Fixed Term Contract

Closing Date: Monday 23rd June

Interview Date: Friday 27<sup>th</sup> June

## Letter from our Headteacher

Thank you for your interest in our vacancies at Sidlesham Primary School.

On behalf of our entire school community, we extend a very warm welcome.

Nestled in the heart of Sidlesham village, our school is surrounded by beautiful countryside and is within easy reach of the coast. We cherish our strong connections with the local church and the wider community, which enrich our pupils' experiences. As a close-knit and vibrant school, we value every child and nurture their individual talents.

Our vision is to nurture our children to achieve their potential by providing opportunities to discover their passions and flourish academically, socially, and emotionally in a safe and supportive community.

At Sidlesham, we are kind and we CARE. In everything we do, we demonstrate:

- Courage
- Ambition
- Respect
- Enthusiasm

These core values are integral to our approach to education and are embedded throughout our curriculum and school life.

Our dedicated leadership team, talented teachers, and support staff are committed to continuous improvement and ensuring the best outcomes for our pupils. We are excited about the journey ahead and are looking for the right person to join us in making a real difference.

We warmly encourage visits to the school. Please contact the school office, and we will be delighted to show you around.

Kind regards,



Sophia Koiston

Headteacher

## Application Details

Thank you for your interest in the two SEND Teaching Assistant vacancies we have at Sidlesham Primary School. Further details of these posts and the school are included in this pack and details of how to apply can be found below.

## How to Apply

Should you wish to apply for the post, please download, complete, and return our [application form](#), including a covering letter, which clearly demonstrates your suitability for this role. Applications can be submitted via email to [sbm@sidleshamprimaryschool.co.uk](mailto:sbm@sidleshamprimaryschool.co.uk)

## Closing Date

Please ensure your application arrives by 12pm Monday 23<sup>rd</sup> June 2025.

## Interview

Interviews for the role will aim to be held on Friday 27<sup>th</sup> June. Further details will be shared with candidates that have been successfully shortlisted closer to the interview date. Shortlisting is planned for Monday 23<sup>rd</sup> June in the afternoon.

## Visiting

Sidlesham Primary School is located just south of Chichester. Please contact us to arrange a convenient time to visit and find out more about us before you apply.

## Safeguarding

Sidlesham Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

# Job description: SEND Teaching Assistant - fixed term x 2

## Job details

Salary: WSCC Grade 3.4

## Hours

Full time - 8.30am to 3.10pm including 30 minute unpaid lunch, term time only;

Part time 8.30am to 1pm, term time only

## Contract type

Full time - Fixed term - September 2025 to July 2026

Part time - Fixed term - September 2025 to July 2026

## Reporting to

Headteacher

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## What you need to succeed

To be successful in this role you will need to:

- Have good levels of literacy and numeracy (G.C.S.E. Grade A-C) or above
- Hold classroom support qualifications e.g BTEC, NVQ (desirable)
- Have experience of working in a school or in an educational setting
- Have experience of working with children with a range of special needs
- Show willingness to work under the direction of the class teacher and/or SENCO
- Show sensitivity to the needs of individual pupils with SEND in mainstream school settings
- Have the ability to use the required recording and reporting systems i.e. planning, assessment
- Have the ability to adapt an activity for children experiencing difficulty
- Have the ability to motivate the children in their learning

Sidlesham Primary School is committed to safeguarding and promoting the welfare of children and as such, any offer of employment would be subject to an enhanced DBS check, health checks and references.

## Duties and responsibilities

### Key duties

- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
- Work alongside the class teacher and SENCO.
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour

- Support the teacher in monitoring, assessing and recording pupil progress/activities
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
- Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
- Understand and support independent learning and inclusion of all pupils as required
- Work with pupils on therapy or care programmes, designed and supervised by a therapist.
- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required

### Safeguarding

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education 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.

### Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

The SEND Teaching Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that 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.

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## Person specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none"> <li>● Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held) <i>Desirable</i></li> <li>● GCSEs at grades 9 to 4 (A* to C) including English and Maths</li> <li>● Experience of working with children</li> </ul>
Skills and knowledge	<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>● Skills and expertise in understanding the needs of all pupils</li> <li>● Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>● Excellent verbal communication skills</li> <li>● Active listening skills</li> <li>● The ability to remain calm in stressful situations</li> <li>● Knowledge of guidance and requirements around safeguarding children</li> <li>● Good ICT skills, particularly using ICT to support learning</li> <li>● Understanding of roles and responsibilities within the classroom and whole school context</li> <li>● Knowledge of ASD</li> <li>● Knowledge of working outside of the classroom.</li> </ul>
Personal qualities	<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>● A commitment to getting 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>● A team player</li> </ul>