



St Stephen's
CHURCH OF ENGLAND PRIMARY SCHOOL

Applicant Pack

SEND Teaching Assistant
September 2025



Welcome

Thank you for your interest in this vacancy at St Stephen's Church of England Primary School.

We are a happy, inclusive school, driven by our vision for a society transformed by a generation of young people who are passionate about serving others through acts of goodness.

St Stephen's provides primary education, serving families in Preston city centre and the surrounding area. Located in an expansive setting in Broadgate, we are just a short walk from Avenham and Miller Parks, Preston Railway Station, Winckley Square, and the River Ribble. We are delighted to admit 45 children each year. We are also home to St Stephen's Preschool – a popular, well-resourced Early Years setting for children from 3 to 4 years old.

We are proud of our diversity and the richness this brings. At St Stephen's, everyone is welcome and feels a deep sense of belonging. Visitors often comment on the strength and authenticity of the relationships between all members of the school family – we are a school where children from all backgrounds flourish together in community.

Our school pursues a deeply Christian and inclusive vision and mission. **We believe that all members of St Stephen's CE Primary School can 'Aspire to Greatness' and that we are born to make a difference in God's world.** This is captured by our motto (Aspire to Greatness) and is taught through our school values. Children at St Stephen's understand that living a life of 'greatness' means living a life of 'goodness' - serving others through good deeds and transforming society with love. We want children who leave St Stephen's to be passionate about serving God and transforming communities through acts of goodness.

To fulfil this ambition, we rely on our culture of togetherness. As a team and school family, we actively seek to serve one another. We learn together through a broad, challenging curriculum. We grow together in faith, wisdom and character. We struggle and face challenge together. We celebrate and succeed together. All this, we do joyfully. **St Stephen's is an exceptionally happy place to be.**

If you share our vision and want to join a forward-thinking team, we would be delighted to hear from you.



John Coxhead
Headteacher

Vacancy details

Job role:	SEND Teaching Assistant
Location:	St Stephen's CE Primary School, South Meadow Lane, Preston
Working pattern:	31.25 hours per week
Contract:	Temporary (until July 2026), Term-Time Only*
Salary:	TA2b (Grade 5), £25183 to £ 27269 pro rata
Start date:	September 2025
Application closing date:	Thursday 1 st May 2025 (midnight).

**There is the potential for this to become a permanent role.*

Are you passionate about supporting children with Special Educational Needs and Disabilities (SEND)? Do you believe every child deserves to thrive in a nurturing, patient and inclusive learning environment? If so, we would love to hear from you!

St Stephen's Church of England Primary School is a vibrant, forward-thinking, and caring school in the heart of the **Preston**. We are committed to providing an inclusive, high-quality education for all pupils.

We are looking to appoint a **patient, kind and compassionate SEND Teaching Assistant** to provide **1:1 and small group support** for pupils with additional needs, including those with **Education, Health and Care Plans (EHCPs)**. This is an exciting opportunity to **make a real difference in the lives of children**, working as part of a strong and supportive team in a school that values innovation, teamwork, and professional development.

Why Join St Stephen's?

St Stephen's is a warm, welcoming, and ambitious school where everyone is valued, cared for, and encouraged to learn and grow. We are a happy team and love our work.

We are **intentional about culture**, ensuring that we do all we can to enable our staff to flourish as professionals. Our organisational principles guide everything we do as a staff team:

- **We value everyone** – Every voice matters, and the achievements of all are celebrated.
- **We care deeply** – We insist on the highest standards while showing compassion for the children and families we serve.
- **We learn** – We embrace change and actively seek opportunities for growth.
- **We have integrity** – We are honest, ethical, and accountable.
- **We are a family** – We support, encourage, and lift each other up.

About the Role

Working closely with the SENCO, teachers, and external professionals, the **SEND Teaching Assistant** will:

- Provide **1:1 and small group support** for pupils with additional needs, helping them to access learning in a way that meets their individual requirements
- Implement structured interventions and support programmes, working under the guidance of the SENCO and class teacher
- Foster a **positive, inclusive, and nurturing** learning environment
- Support pupils with their **social, emotional, and mental health needs**
- Work closely with **parents, carers, and external professionals** to ensure the best possible outcomes for pupils

- Play an active role in our school community, contributing to wider school initiatives and enrichment activities

Who Are We Looking For?

We are seeking a positive, cheerful, kind individual who is:

- ☆ Compassionate, patient, and committed to supporting children with SEND
- ☆ A great communicator and team player, with a positive and proactive approach
- ☆ Experienced in working with children, particularly those with additional needs (desirable)
- ☆ Passionate about inclusion and the power of education to transform lives
- ☆ Flexible, adaptable, and ready to take on new challenges with enthusiasm

We encourage potential applicants to arrange an informal conversation with the Headteacher prior to applying. See below for further information.



Arranging a visit or conversation

We strongly encourage potential applicants to contact us before applying.

To arrange an informal conversation about the position with the Headteacher, Mr John Coxhead, or to arrange a visit to the school, please contact the School Business Manager (Louise Holloway) by emailing sbm@st-stephens.lancs.sch.uk.

Applications

All applications **must be submitted online** via the Department for Education's [Teacher Vacancies](#) website. Applications submitted by email or post will not be considered.

Your application includes a **short statement about your skills, abilities, and experiences**. Please explain why you are the perfect candidate for this role.

Your statement should be no longer than 500 words.

If you have questions about how to complete your application using the online form, please contact the School Business Manager on sbm@st-stephens.lancs.sch.uk (or 01772 556306).

The closing date for applications is **Thursday 1st May 2025** (midnight).

Interviews will take place during early May 2025 (dates TBC).



Person specification

Requirements	Essential (E) or Desirable (D)
Working in a Church of England school	
A commitment to the vision of the school.	E
Qualifications	
NVQ level 2 or above – appropriate to the post (or equivalent)	D
Additional training in SEND, behaviour management, or interventions	D
First Aid Certificate (or willingness to works towards this)	D
Experience	
Experience of working with or caring for children with SEND.	E
Experience supporting pupils with complex learning, emotional, or mental health needs.	D
Experience working in a school or relevant education setting.	D
Experience in delivering interventions for pupils with SEND.	D
Knowledge, skills and abilities	
Compassionate, patient and kind attitude towards children with SEND.	E
Ability to build strong, positive relationships with pupils, parents, and staff.	E
Good communication and teamwork skills.	E
Ability to support pupils with SEND in a range of learning and social situations.	E
Organisational and time management skills.	E
Ability to adapt learning resources to meet individual needs.	D
Knowledge of classroom roles, responsibilities, and SEND best practices.	D
Understanding of confidentiality in a school setting.	E
Professional qualities / Other	
Commitment to safeguarding and promoting the welfare of children.	E
Flexible, adaptable and ready to take on new challenges with enthusiasm.	E
Excellent attendance record.	E

Job description

[**Note:** This job description is not part of a contract of employment. It has been prepared only for the purpose of school organisation and may change.]

Post Title: SEND Teaching Assistant

Grade: Grade 5

Responsible to: SENCO / Class Teacher

Essential Car User: No

Scope of Role:

Under the general supervision and direction of the class teacher and SENCO, the SEND Teaching Assistant will provide 1:1 and small group support for pupils with Special Educational Needs and Disabilities (SEND), including those with Education, Health and Care Plans (EHCPs). The role involves implementing tailored learning activities, monitoring pupil progress, and supporting their social, emotional, and developmental needs. The postholder will establish positive relationships with pupils, parents, carers, and external agencies to ensure the best possible educational outcomes.

In addition to the following duties, the postholder may be required to undertake any responsibilities normally associated with a lower-graded Teaching Assistant role.

Accountabilities/Responsibilities:

Support for Pupils:

- Provide dedicated 1:1 and small group support for pupils with SEND, following individual education plans (IEPs) and EHCPs.
- Implement structured learning activities tailored to the individual needs of pupils.
- Assist in developing and reviewing personalised learning targets.
- Support pupils' personal, social, and emotional well-being, promoting independence and confidence.
- Implement specific interventions as directed by the SENCO or external professionals.
- Assist with the development of key life skills and sensory activities.
- Implement emotional regulation strategies.
- Assist with physical and medical needs, where appropriate, following relevant training.

Support for the Teacher:

- Monitor and record pupil progress, providing feedback to the class teacher and SENCO.
- Prepare and adapt resources to support individual learning needs.
- Assist in classroom organisation to create an inclusive learning environment.
- Support the management of classroom behaviour.
- Assist in administrative tasks, including record-keeping and assessment documentation.
- Liaise with external professionals, including therapists and educational psychologists, to support pupil needs.
- Provide occasional short-term cover in the absence of the class teacher.

Support for the School:

- Contribute to an inclusive school ethos where all pupils feel safe, valued, and supported.
- Work collaboratively with parents, carers, and outside agencies to support pupil progress.

- Follow school policies, particularly those related to safeguarding, SEND, and behaviour management.
- Attend training and professional development sessions as required.
- Maintain confidentiality regarding pupil information.

Support for the Curriculum:

- Support the delivery of learning programmes that meet the needs of pupils with SEND.
- Assist in the use of ICT and assistive technology to support pupil learning.
- Support pupils in accessing a broad and balanced curriculum, including outdoor learning activities.

Working at St Stephen's

We are intentional about creating a culture that enables our staff team to thrive. We have principles that we live by as a team. These inform everything that we do.

Our principles:

We value everyone

Everyone is welcome and everyone is cherished. We trust each other and respect each other. We appreciate and celebrate each other, sharing credit for our successes and achievements. Everyone's voice matters, irrespective of position or experience.

We care deeply

Our work matters – we care deeply about what we do. We insist on the highest standards, championing or challenging one another as required. We are compassionate advocates for the children and families we serve. Above all else, the children in our care must know that they are loved and cherished.

We learn

We are pioneers, taking ownership and moving quickly to pursue excellence every day. We embrace change, actively seeking opportunities to learn and grow. As we move forward, we learn from each other and learn from our mistakes.

We have integrity

We are honest, ethical, and guided by a strong moral compass in everything we do. We own our mistakes and apologise when we get it wrong, remaining transparent and accountable to each other. We build trust through consistency, fairness, and doing the right thing, even when it is difficult.

We are a family

We support, encourage, and look out for one another. We find joy in our work, laughing together and lifting each other's spirits. Like a family, we face difficulties with resilience and kindness, knowing we are stronger together.

Whatever you do, work at it with all your heart, as working for the Lord.

Colossians 3: 23

Find out more about St Stephen's via our website and social media pages:

<https://www.st-stephens.lancs.sch.uk/>

<https://www.instagram.com/ststephenslancs/>

<https://www.facebook.com/ststephenslancs/>

Safeguarding statement

At St Stephen's Church of England Primary School, the welfare of children is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguard and promote the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for this position. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Disclosure and Barring Service (DBS) guidance

An individual is disqualified from working with children/vulnerable adults if he/she is included on one of the lists of those disqualified from working with children and/or vulnerable adults.

This post involves working with either children or vulnerable adults. It is therefore a post covered by the Rehabilitation of Offenders (Exceptions) Act 1975 and is a post regulated by the Disclosure and Barring Service.

If you are successful, you will be required to apply to the Disclosure and Barring Service for a 'disclosure', to confirm any records held, prior to any final appointment decision being made by St Stephen's Church of England Primary School.

Once your disclosure application has been completed it will be forwarded to the Disclosure and Barring Service, who will undertake a check which will include:

- Details of convictions, including those 'spent' under the Act stated above.
- Cautions, etc and (where appropriate) whether you are included on one of the barred lists preventing you from working with children and/or vulnerable adults
- Where appropriate, information taken from police records that a chief officer of a police force considers relevant to the application.

Note: A conviction is not necessarily a bar to recruitment, unless St Stephen's Church of England Primary School or Lancashire County Council considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any other factors which may be relevant.

It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a regulated position.



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