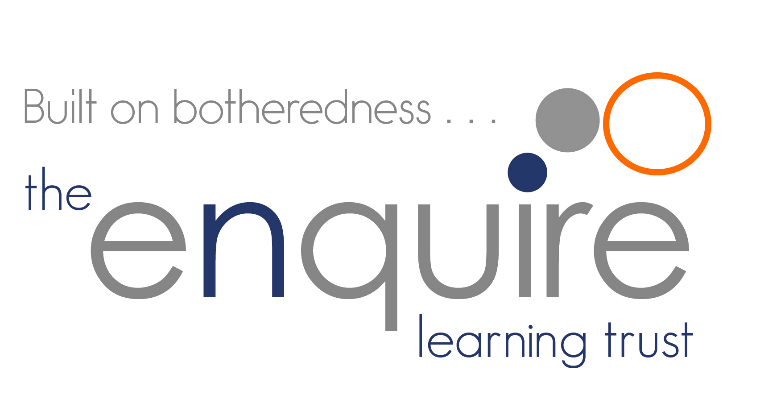
**A logo of a building on a cliff

AI-generated content may be incorrect.**



**SEND Unit Level 2 Teaching Assistant**

**Recruitment Information Pack**

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**East Whitby Primary Academy**

**C.A.N. (Collaborate, Achieve, Nurture)**

East Whitby Primary Academy is both a caring and nurturing environment where we help all our pupils aim high.

The behaviour of pupils is outstanding. What marks it out as being beyond good, is how considerate pupils are towards each other and how they remind each other of how to behave without having to be prompted by adults.

Pupils are taught the virtues of kindness, appreciation and what it means to be courageous. Special care is taken to educate everyone in the East Whitby community about the needs of others and how best to meet them.

We foster open and honest communication with parents, carers and specialists and actively seek to engage with all members of the East Whitby community in a positive supportive manner. High quality teaching is a key priority at East Whitby and the relationship between staff and children underpins inspirational, supportive and effective teaching and learning.

Staff are actively involved in identifying their support and training needs and this leads to careers with clear progression. We ensure that there is a wide range of quality training available and that staff are able to learn from each other and share good practice.

It is our aim for all children to leave East Whitby as confident learners with self-belief and an abiding respect for others. We aim to instill a lifelong love for learning and a strong grounding for future success.

**We promote achievement by:**

* Holding the highest expectations for all
* Striving for every child to make the very best possible progress
* Being restless in our pursuit of excellence
* We develop as confident and independent learners by:
* Providing learning which excites passion and curiosity.
* Embracing challenge and not giving up
* Trying our best without fear of failure
* Speaking knowledgeably about our strengths and areas of improvement
* We value supportive and positive relationships by:
* Bringing out the best in each other
* Showing pride in one another’s achievements
* Creating strong partnerships between home, school and the wider community
* We appreciate others by:
* Valuing and respecting the rights of others
* Making sure everybody feels listened to
* Promoting good manners and caring attitude

## Application Process

The closing date for all applications is **Noon Friday 5 September 2025**

To apply, please complete the online application form on the [Enquire Learning Trust website.](https://enquirelearningtrust.org/job-vacancies/east-whitby-teaching-assistant-level-2-send-unit-maternity-cover)

**Queries**

Please contact [NYES.Resourcing@northyorks.gov.uk](mailto:NYES.Resourcing@northyorks.gov.uk)

NYES Resourcing Solutions has been engaged to support us with recruiting to this exciting opportunity.

**When applying please take into account the following:**

**Employment History:** In line with KCSIE requirements, please complete your **full** employment history to ensure any gaps in your education and career history are accounted for.

**Suitable References:** When completing your application, please provide two employment referees. Generally, this should be your current and most recent Headteacher or line manager. Please note if your former Headteacher or line manager has since left, please use an alternative current senior staff member as they need to be in post at your former location to be able to confirm your details in full.

Unfortunately, we cannot accept personal references or personal email addresses.

Please get in touch for any queries if you are unsure.

**Supporting Information:** The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the job description & person specification. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.



**Job Description**

|  |  |
| --- | --- |
| **Job Title** | Teaching Assistant (Level 2) (SEND Unit) Maternity Cover |
| **Job Reference** | ELTJUL08 |
| **Job Type** | Teaching Assistant |
| **Location** | East Whitby Primary Academy, Whitby |
| **Grade** | NCJ 4 (£25380 – pro-rata) |
| **Hours** | 25 hrs per week – term time only |
| **Reporting to** | SENCo / Class Teacher / Principal |

**Main purpose**

The SEND Unit TA will:

* Work with SEND Unit class teacher to meet the needs of, raise the learning and attainment of pupils within the SEND Unit
* Promote pupils’ independence, self-esteem and social inclusion
* Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement
* Be part of a team that has high expectations for the children in the SEND Unit

**Duties and responsibilities**

**Teaching and learning**

* To support the learning for children with complex Cognition & Learning/Communication and Interaction needs.
* To support in the provision high quality teaching and learning, so that all children make progress in line with the targets and recommendations of their EHCPs.
* To be ambitious for our children’s achievements.
* To support in developing and maintaining a high-quality learning environment that is responsive to the needs of the children.
* To work closely with the SEND Unit class teacher, SENDCo and SLT to monitor children’s progress towards their learning goals and personal targets.
* To implement agreed interventions to support progress.
* To take responsibility for promoting and safeguarding the welfare of our children as appropriate.

**Working with staff, parents/carers and relevant professionals**

* To proactively develop meaningful, productive relationships with the parents and carers of the children in our SEND Unit to enable children to thrive, which is typified by an unconditional positive regard for every child and their family.
* Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
* Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
* Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
* With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
* Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues

**Health and safety**

* Promote the safety and wellbeing of pupils, and help to safeguard pupils’ wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school’s child protection policy
* To support in meeting all children’s personal and hygiene needs in a discrete and dignified manner
* **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

**Other areas of responsibility**

**Safeguarding**

* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Promote the safeguarding of all pupils in the school

The teaching assistant will be required to follow school policies and the staff code of conduct.

Please note, 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 principal or line manager.

**Person Specification**

**Teaching Assistant (Leve 2) (SEND Unit) – Maternity Cover**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Qualifications & Training | * NVQ Level 2 or equivalent qualification in relevant discipline OR appropriate experience, preferably as a Teaching Assistant * Qualifications at GCSE level or equivalent in Maths and English * Willingness to participate in regular training and development opportunities | * Training in SEND |
| Experience | * Recent and relevant experience of working with children within an education setting, with complex needs. | * Experience of working in a specialist provision |
| Knowledge and understanding | * Ability to relate well to children and adults * Ability to work effectively within a team environment, understanding classroom roles and responsibilities * Ability to build effective working relationships with all pupils – overcoming any obstacles. * Ability to promote a positive ethos. * Ability to work with children on specific targets as identified in their EHCP’s. * Ability to adapt own approach in accordance with pupils needs. * Understanding of principles of child development, impact of complex profiles and appropriate strategies. * Numeracy and literacy skills which support the understanding around core subject learning. * Be able to maintain confidentiality * Excellent communication skills * Understanding around behaviours linked to need. | * Understanding of technology to support SEND needs specifically. * Specialist subject knowledge within the SEND arena. |
| Personal Qualities | * Enthusiastic with a love of learning and seeking solutions to break children’s barriers to learning. * An understanding and proven commitment to all aspects of equal opportunities. * Excellent communication and organisational skills. * Ability to establish strong partnerships with parents and professionals. * Creative, reflection, resilient and compassionate. * Ability to be calm and responsive. * Showing ‘botheredness’ everyday! | * Willingness to pursue self-study including action research. |

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Data Protection**

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

**Rehabilitation of Offenders**

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

**Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

**Policy Statement on the Recruitment of Ex-offenders (Source** [**www.gov.uk**](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders)**)**

1. 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), this school complies fully with the DBS [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.