

# Benchill Primary School



## Recruitment Pack: SEND Unit Teaching Assistant

Fixed Term Contract

1st September 2026 to 31<sup>st</sup> August 2027

(Term Time Only- 32.5 hours per week)

Grade 3: Scale Point 5 to 6

Range: £25,583 to £25,989 per annum (pro rata)

Start Date: 1<sup>st</sup> September 2026



# Headteacher's Welcome:



Dear Prospective Candidate,

Welcome to Benchill Primary School, where we are dedicated to creating a nurturing and dynamic environment that inspires both pupils and staff to reach their full potential. We are thrilled that you are considering joining our team, where your skills and passion for education can truly make a difference. At Benchill Primary School, we pride ourselves on fostering a collaborative and inclusive community that values innovation, diversity and excellence in teaching and learning. As you explore the opportunity to become part of our school, we encourage you to share your unique experiences and ideas that align with our mission to empower every pupil. We look forward to learning more about you and how you can contribute to our vibrant community.

Thank you for considering Benchill Primary School as the next step in your professional journey.

Warm regards,

Steven Rooney

Headteacher



## **Manchester City Council**

### **Job Description**

#### **SEND Unit Teaching Assistant – Grade 3**

##### **Special & Additional Needs**

The post holder will report to the Teacher/Senior Teaching Assistant. Apart from other colleagues in the school, the main contacts of the job are: Head Teacher, SENDco, teaching staff, other support staff and pupils.

##### **Main Purpose of the Job:**

To support access to learning within our SEND Unit and to provide general support for the school in the management of pupils and resources, as directed by senior staff.

##### **Main Duties**

###### **Support for pupils**

1. To work with small groups of children within our SEND Unit under the supervision of the teacher including the implementation of ILPs
2. Give regular feedback on children's progress to the class teacher and file records
3. Attend to children's personal care needs, including pastoral, social, health, physical hygiene such as nappy changing, first aid and welfare matters
4. Establish good relationships with pupils, taking on role model by presenting a positive personal image and responding appropriately to individual needs
5. Promote the inclusion and acceptance of all pupils
6. To assist with the dispensing of medication in exceptional circumstances with appropriate training and under the supervision of medical staff where necessary
7. To carry out escort duties as appropriate whenever required

### **Support for Teachers**

8. To assist the teacher to ensure a safe classroom and outdoor environment, checking materials and personal equipment for defects and implement risk assessments carried out by the teacher according to school guidelines. This will include cleaning equipment used by pupils and ensuring its accessibility
9. To work closely under the guidance of the teacher as required, with therapists, medical staff, and other personnel working with pupils, so that their advice and practice are integrated into ILPs
10. Provide curricular clerical/admin support, eg. photocopying, making lists, and collection of monies
11. Prepare the classroom for lessons, including display work under the direction of the teacher
12. Undertake pupil record keeping as requested (e.g. provide a written statement on pupil progress to the teacher)
13. Support the teacher in managing pupil behavior, reporting difficulties as appropriate
14. Gather and report information between parents and carers as directed

### **Support for the Curriculum**

15. To provide support in all areas of the curriculum and on social occasions for pupils who have been identified as having medical conditions which disable their full independent access to mainstream school life
16. Provide Curriculum / resource support and undertake programmes linked to local and national learning strategies
17. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
18. Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

### **Support for the School**

19. Be aware of and comply with safeguarding and child protection procedures, health and safety and security, confidentiality and data protection, reporting any concerns to the relevant member of staff
20. Maintain high standards of health and safety at all times
21. Maintain good relationships with colleagues and work together as a team
22. Assist in the supervision of classroom and outdoor activities

23. Assist with the supervision of discreet groups of pupils for short periods when the teacher is not present
24. Contribute to the overall ethos/work/aims of the school
25. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
26. Attend relevant meetings
27. Participate in training, including relevant learning strategies and other learning activities and performance management where required

A teaching assistant may be called upon occasionally to provide cover supervision for a whole class for a session/lesson e.g. in an urgent situation. However, they will not be required to set or allocate work to the pupils, as this will be determined by the class teacher. The Teaching Assistant must carry out his or her duties with full regard and commitment to the Governing Body and City Council Policies. Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

## **Manchester City Council**

### **Person Specification**

#### **SEND Unit Teaching Assistant – Grade 3**

**For this job we are looking for:** Experience of working with children/young people

with autism and those with speech

language and communication needs and severe, profound or complex learning difficulties where appropriate.

Numeracy/literacy skills (at a level equivalent to NQF Level 2)

Completion of the Teaching Assistant Induction Programme

Ability to relate well to children and adults

Ability to work as part of a team

An understanding of the role of the Teaching Assistant and other professionals working in the classroom

Ability to use relevant technology e.g. photocopier

Understanding of national/foundation stage curriculum and other basic learning programmes/strategies

Basic understanding of child development and learning

Willingness to undertake first aid training as appropriate

#### **Personal Style and Behaviour**

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work

Self motivation and personal drive to complete tasks to the required timescales and quality standards

The flexibility to adapt to changing workload demands and new school challenges

Personal commitment to ensure support is equally accessible and appropriate to the diverse needs of the pupils

Personal commitment to continuous self-development

Personal Commitment to continuous school improvement

Be willing to consent to and apply for an enhanced disclosure to a DBS.

# Application Details:



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Fixed Term Contract**

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**(Term Time Only- 32.5 hours per week)**

**Grade 3: Scale Point 5 to 6**

**Range: £25,583 to £25,989 per annum (pro rata)**

Applicants are welcome to visit the school prior to applying.  
School visits will take place on:

To book a school visit please contact Steven Rooney by  
calling 01619983075 or email  
**[admin@benchill.manchester.sch.uk](mailto:admin@benchill.manchester.sch.uk)**

To apply for this post, please complete an application form in  
full and email it to:

**[recruitment@benchill.manchester.sch.uk](mailto:recruitment@benchill.manchester.sch.uk)**

Deadline for applications:  
**Monday 6th July 2026 12.00pm**

