

A CHURCH OF ENGLAND MULTI-ACADEMY TRUST
DEDICATED TO TRANSFORMING CHILDREN'S LIVES



Gainsborough Parish Church of England Primary School

SENDCo Assistant (with HLTA Responsibilities)



SENDCo Assistant (with HLTA responsibilities)

SUPPORTING MAIN SCHOOL SENDCo AND SEND HUB

SALARY
SENDCo Assistant: Grade 4 Points 9 - 12 £26,847 - £28,155 FTE
£18,546.54 - £19,450.14 (Pro Rata)
HLTA: Grade 5 Points 12 – 15 £28,155 - £31,015 FTE
£1,797.91 - £1,980.55 (Pro Rata)

HOURS
32.5 hours per week
(29.75 hours in SENDCo Assistant role and 2.75 hours in HLTA role)

39 weeks per year (Term time plus inset days)
Monday to Thur 8.30am to 3.30pm (with unpaid 30 min break for lunch daily)
Friday 8.45am to 3.45pm (with unpaid 30 min break for lunch daily)

START DATE
As soon as possible

LOCATION
Gainsborough Parish Church of England Primary School

APPLICATION DEADLINE
Wednesday 30th September 2026 (midday)

INTERVIEWS
Thursday 8th October 2026 (details to be confirmed)

For an informal discussion about the role, or to arrange a visit, please contact Gainsborough Parish Church of England Primary School on enquiries@gainsborough.laat.co.uk or on 01427 612554

Please go to [My Trust Careers](#) to apply



About the SEND Hubs

This post will support the SENCO within the Main School and within the SEND Hub outlined below.

We are proud to working with Lincolnshire County Council on the establishment of a SEND Hub in our School.

In our schools we care about every pupil and want them to feel safe so that their learning potential and feelings of self-worth are optimised. We do this by always striving to create school environments that are calm, kind, welcoming and where strong, positive relationships exist between adults and pupils, and a culture of unconditional positive regard is in place.

The purpose of our SEND Hubs are to provide a first-class education to all pupils because we believe that every child has the power to achieve. It is also to guide, protect, support and nurture pupils, helping them to make the right choices and when this does not happen, to help them put that right and to be forgiven by others as well as forgive themselves.

As a member of the SEND Hub team, you will play a vital role in delivering enhanced educational support to pupils with Education, Health, and Care (EHC) plans within a mainstream school setting. You will help create inclusive, nurturing environments where pupils can thrive academically, socially, and emotionally.

This is a pioneering initiative shaping the future of inclusive education and will have a meaningful impact in the lives of children and young people.

Key Responsibilities

- Provide tailored support to pupils with SEND, fostering independence, resilience, and confidence.
- Collaborate with mainstream teaching staff to ensure inclusive classroom practices.
- Contribute to the development and delivery of a rich, accessible curriculum.
- Support pupils in transitioning between educational stages and preparing for adulthood.
- Maintain accurate records and contribute to EHC plan reviews and assessments.

We Are Looking For

- Experience working with children and young people with SEND (in education, care, or support roles).
- Knowledge of inclusive education practices and SEND frameworks.
- Strong communication and teamwork skills.
- A nurturing, patient, and proactive approach.
- Relevant qualifications (e.g., SEND, teaching assistant, education support).

Why Join Us?

- Be part of a pioneering initiative shaping the future of inclusive education.
- Work in a supportive, collaborative environment with ongoing professional development.
- Make a meaningful difference in the lives of children and young people.
- Opportunities across multiple schools in Lincolnshire.



Welcome from the CEO of The Trust – LAAT

Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.

Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.



What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'

Benefits of working in our Trust

We see you and believe that you deserve the very best

We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.

We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.

All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.

Our focus on **Growth and Development** rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.

LAAT has signed the [Department for Education's \(DfE\) Education Staff Wellbeing](#), joining schools and trusts across the country in making well-being the heart of education, reaffirming Commitment to a Culture of Care.

All colleagues have access to;

- Over 70 online courses to support development
- 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
- Free of charge counselling sessions
- Virtual GP - Accessible by smart phone, or computer with same day appointments
- Local Government Pension or Teachers Pension Scheme
- Competitive annual leave entitlements for support staff colleagues
- Favourable T&Cs for all colleagues to include enhanced HR policies for all colleagues
- Opportunities for PPA at home for most teaching roles
- Internal and external CPD and Networks for all colleagues
- Employee benefits from Specsavers and Halfords – cycle to work scheme



We have signed up to the
education staff wellbeing charter
because staff wellbeing matters



About Gainsborough Parish Church of England Primary School

Inspire – Believe – Achieve



At Parish, we value each person as they are, seeing every member of our school family as a precious, unique individual and treating them with dignity. Seeking first to understand through the building of relationships, we live in a community of hope. We aspire to enable each person to be a curious learner, inspired to develop the knowledge and wisdom to make the world a better place. We strive to encourage all to fulfil their God-given potential, having a confidence in transformation for the better.

As a Church of England school, we strive to achieve excellence within a Christian context, based on the firm foundations of shared Christian values. Our 'Core Four' values interweave with our school vision to reflect who we are. They are Dignity, Community, Hope and Wisdom.

Our inspiring and relevant curriculum based around the 'Core Four' encourages independent learning skills which prepare the children for life in the 21st century.

The staff here at Parish work tirelessly to ensure our school's curriculum and pastoral care unlocks potential and provides pupils, families and staff with the necessary skills they will need to succeed. Progress for all pupils is relentlessly pursued. In addition to the rigorous pursuit of significant achievements across the curriculum, children are encouraged to develop their skills and talents in art, music and sport, and their awareness of equality, fairness and a sense of belonging.

The school takes great pride in working at the very heart of the community and welcoming everyone who steps through the doors here at Parish.



Job Description – SENDCo Assistant

Core Purpose

To support the day-to-day operational work of the SENDCO.

To assist the SENDCO in leading the provision for special educational needs within school, liaising with SLT as required.

To assist the SENDCO with administrative tasks associated with SEND.

Key Tasks and Responsibilities

To assist the SENDCO in leading the provision for special educational needs within school.

To assist the SENDCO in the deployment of SEND resources and to ensure that they are used efficiently, effectively and safely.

Under the direction of the SENDCO, to develop curriculum resources to ensure that pupils with SEND have the necessary levels of support.

To work with the SENDCO to develop, implement and monitor intervention groups and support.

Support pupils, individually or in groups, so they can access the curriculum, take part in learning and make progress towards their learning objectives.

Promote pupils' independence, self-esteem and social inclusion.

Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils.

Promote the safety and wellbeing of pupils, and help to safeguard pupils wellbeing by following the school's policies and procedures related to SEND and to Inclusion, including Accessibility Plan, Safeguarding and Child Protection, Inclusion, Health and Safety, First Aid Policy, confidentiality and data protection.

Follow the schools Health and Safety rules and procedures and adhere to safeguarding principles; and report all concerns to the appropriate person.

Provide support with regard to the personal care, health and medical needs of students.

Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.

As a Teaching Assistant, support the delivery of high-quality interventions.



Support the SENDCO with the writing of individual education plans.

Applying for statutory EHC plans as required under the direction of the SENDCO.

Ensuring that accurate and detailed records are kept of meetings and discussions with parents and outside agencies.

Liaise with and inform parents/ carers about the specifics of SEND provision for their child under the direction of the SENDCO.

Work with the SENDCO and other staff to ensure that individual education plans and other school specific documents are used to set subject-specific targets and work well to meet pupils' needs.

Support the SENDCO and class teachers in using data effectively to identify pupils who are significantly underachieving and, where necessary, create and implement plans to support those pupils.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.



Person Specification – SENDCo Assistant

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

	Essential	Desirable
Experience of working with children in an educational environment, particularly those with SEND	*	
Experience of working with ECHP and within the SEND Framework	*	
5 GCSE’s with a minimum grade C or above in English and Mathematics or equivalent qualifications	*	
NVQ Level 2 or Equivalent or working towards in SEND or similar		*

Professional knowledge and understanding

Knowledge of Safeguarding Procedures	*	
Understanding of intervention work, assessing need and impact	*	
Understanding and knowledge of the support required to meet the differing needs of children	*	
Understanding of the SEND framework and paperwork associated with ECHP application		*
Ability to use appropriate judgement to seek and clarify detail where appropriate and escalate issues when necessary	*	
Awareness of the sensitivities of information and ability to apply confidentiality and discretion	*	
Understanding importance of attention to detail and accurate paperwork completion	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Empathy with the mission and vision of the Church of England and the Diocese of Lincoln	*	
Positive attitude towards personal development and training	*	
A commitment to developing children as independent learners	*	
Demonstrate effective teamwork skills	*	

Approach to work - Candidates should

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other - Candidates should

Be a positive role model	*	
--------------------------	---	--

Job Description – Higher Level Teaching Assistant

To complement the teachers' delivery of the national curriculum and contribute to the development of other students, school policies and strategies.

To provide support for students, the teacher and the school to raise standards of achievement for all, by utilising advanced knowledge of planning, monitoring, assessing and managing classes.

To work collaboratively with teaching staff and assist on the whole planning cycle and the management and preparation of resources.

To provide support for the student's welfare and support the inclusion of students in all aspects of school life.

To supervise whole classes during short-term absence of teachers.

Key Tasks and Responsibilities

Plan and prepare lesson with teachers, participating in all stages of the planning cycle, including evaluating and adjusting lesson plans.

Develop and prepare resources for learning activities.

Contribute to the planning of opportunities for students to learn in out-of-school contexts in line with school policies and procedures.

Within an agreed system of supervision and within lesson framework, teach whole classes covering PPA.

Provide detailed verbal and written feedback on lesson content, student responses to learning and student behaviour, to teachers and students.

Motivate and progress students' learning by using clearly structured interesting teaching and learning activities.

Be familiar with lesson plans, IEP targets and learning objectives.

Use behaviour management strategies, in line with the schools' policy and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.

Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress, achievement and behaviour, maintaining sensitivity and confidentiality at all times.

Assist teachers in evaluating progress through a range of assessment activities.

Assist in maintain and analysing records of students' progress.

Support and guide other less experienced teaching assistants work in the classroom when required and lead training for other support staff.



Recognise and challenge any incident which forms abuse of equal opportunities, ensuring compliance with relevant school policies.

Understand and implement school child protection policies and comply with legal responsibilities.

Foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, or disability.



Person Specification – Higher Level Teaching Assistant

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

	Essential	Desirable
5 O Level/GCSEs (English & Mathematics at grade C or above or equivalent)	*	
Have HLTA status (or qualified teacher status) or similar experience	*	
Other relevant qualifications (e.g. Foundation degree in Education)		*
Experience of working within a Secondary School	*	
Recent experience of working with children of relevant age and contributing to learning and development	*	
NVQ in supporting teaching and learning		*
Previous experience of working as a HLTA		*
Planning and teaching individuals, groups and whole classes	*	
Training or expertise in a specialist curriculum area (eg ICT, maths or literacy)		*

Professional knowledge and understanding

HLTA standards	*	
Relevant policies, codes of practice and legislation including safeguarding		
Understanding of planning requirements for pupils of differing ages and abilities	*	
Experience and knowledge of implementing effective behaviour management strategies	*	
Multi agency working		*
First Aid		*

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Have effective oral and written communication skills	*	
Ability to form effective professional relationships including team working	*	
Have good organisational and time management skills	*	
Have sound ICT skills and the ability to apply this as required	*	
Be able to plan effective activities for pupils at risk of underachieving	*	
Develop their knowledge through the evaluation of their own learning needs	*	
Be able to work independently	*	
Remain calm under pressure and be able to adapt to change quickly	*	

Approach to work - Candidates should

Have flexibility to changing demands as needed	*	
Prioritise as required to meet the demands of the role	*	
Have attention to detail	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other – Candidates should:

Be a positive role model	*	
--------------------------	---	--

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:



Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

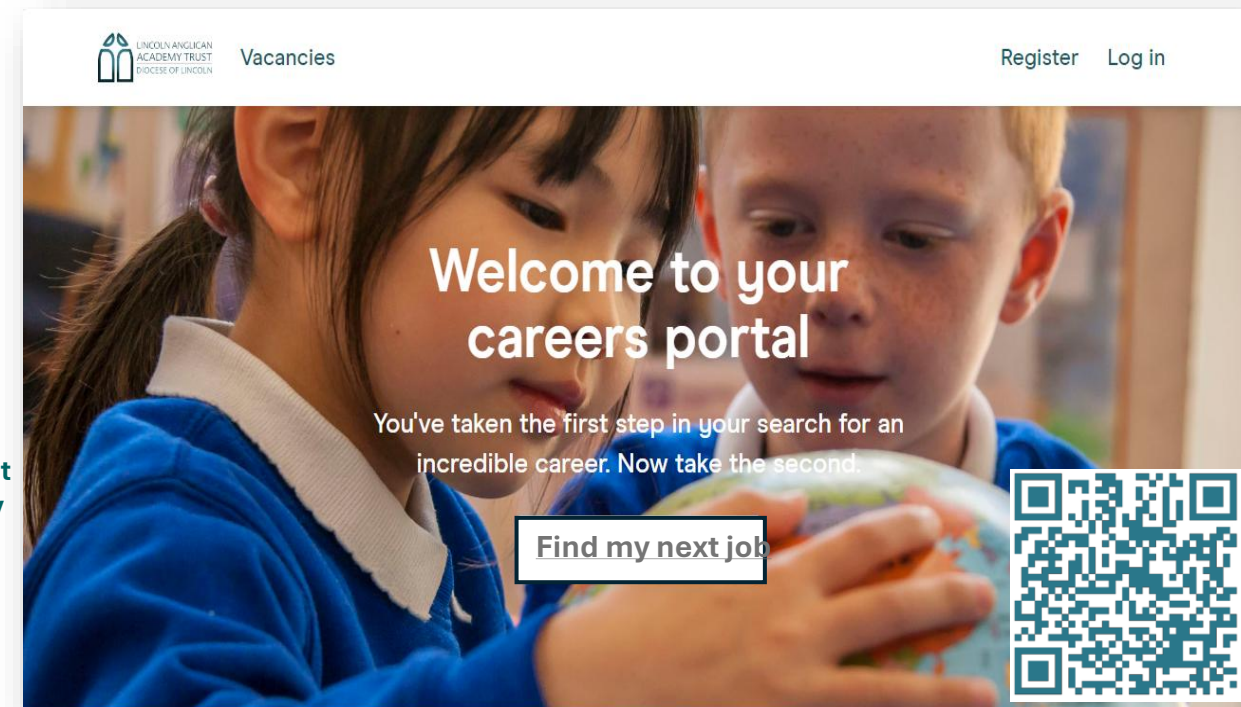
Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) by clicking the link or using the QR code and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.



Our commitment to you



We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

In line with Keeping Children Safe in Education, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.

