



SPECIAL EDUCATION NEEDS SPECIALIST TEACHING ASSISTANT RECRUITMENT PACK



Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



PARKGATE PRIMARY SCHOOL



Parkgate Primary School is a thriving school that is committed to Building Brighter Futures for all of our students. We are dedicated to raising educational outcomes across the primary age range for all pupils. We strive to provide outstanding teaching and learning for all within an ethos and culture that encourages every child to be the very best that they can be. We are a trauma informed school and were recently awarded the Primary Award 2024 by the Attachment Research Community (ARC).

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of dedicated professionals who excel in their field to help us on the next phase of our exciting journey.

Zoe Richards, Headteacher

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| JOB TITLE: | SPECIAL EDUCATIONAL NEEDS SPECIALIST TEACHING ASSISTANT |
| OPPORTUNITY: | <p>Parkgate Primary school are seeking to appoint a SEND Specialist Teaching Assistant. As a SEND Specialist Teaching Assistant, you will work under the direction of the SENDCo and Headteacher to support the learning and well-being of pupils with additional needs, including those with an EHC plan or on the higher need pathway.</p> <p>The successful candidate will be responsible for adapting and delivering specific activities with individuals or small groups of pupils to support their targets. These targets include learning, speech and language and wellbeing needs. The ideal candidate will have the ability to communicate effectively with a wide range of people (e.g. children, colleagues, parents and outside agencies) and have strong organisational skills.</p> |
| REPORTING TO: | School Business and Operations Manager |
| LOCATION: | Based at Parkgate School, with a requirement to travel to work at or for schools in the Trust |
| SALARY/HOURS: | <p>Grade 3: £20,227 - £21,207 per annum (pro-rata salary)</p> <p>35 hours per week, 39 weeks per annum</p> <p>Mon – Fri: 8.15am – 3.45pm</p> |
| BENEFITS: | <ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements |



JOB DESCRIPTION

Job Purpose

To work closely with the classroom teachers in their day-to-day duties, including helping plan lessons that contain accessible opportunities for learning at all ability levels. Supporting teachers with their responsibility for providing care and supervision to children, including those who have special physical, emotional and educational needs.

Duties and responsibilities

- Supervise pupils with SEND and ALN, ensuring their safety and ability to access learning activities and understand the information presented.
- Aid the execution of education plans suitable to each pupils' learning objectives.
- Build a trusting relationship with all pupils and communicate according to their understanding.
- Promote inclusion and acceptance, support diversity and ensure pupils have equal access to learning and development.
- Promote class interaction and ensure pupils engage throughout the lessons.
- Provide opportunities for developing independence.
- Create a purposeful, orderly and supportive environment.
- Assist with the display of pupils' work and the planning of learning activities.
- Undertake administrative tasks as needed.
- Assist pupils with practical activities using a variety of teaching aids.
- Under the guidance of teaching staff, provide feedback to pupils, parents and carers about their progress, achievements and any problems that may have arisen.
- Promote good behaviour and encourage pupils to take accountability for their actions.
- Support the pupils with computer technology to access learning activities and assist them to develop competent usage.
- Prepare, maintain and use learning resources and assist pupils to use them.
- Follow child protection, health, safety, security, confidentiality and data protection policies and procedures, reporting any concerns to the appropriate person.
- Assist with pupil supervision, including before and after school and in break times.
- Accompany teaching staff and pupils on school trips and after school activities, taking responsibility for a group of pupils under the teacher's supervision when needed.
- Assist with the supervision of pupils alongside other support staff during a class teachers' absence.

Line management

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of SEND Teaching Assistant are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.

PERSON SPECIFICATION



| | Essential Criteria | Desirable Criteria | Measured By |
|-------------------------------------|---|---|---|
| Education and Qualifications | <ul style="list-style-type: none"> GCSE English, Maths and Science at Grade C / grade 4 or above or equivalent Educated to Advanced Level / NVQ Level 3 or equivalent Possess a QCF Level 3 certificate in Teaching & Learning or equivalent | <ul style="list-style-type: none"> Early Years Qualification | Application Form Certificates |
| Skills and Abilities | <ul style="list-style-type: none"> Highly organised; can prioritise and work well under pressure. Able to communicate effectively both verbally and in writing with a range of audiences IT literate including Microsoft word, excel and outlook. Able to be proactive, pre-empting children's needs. Able to understand curriculum content and make it accessible to children. Able to implement action plans for individual and groups of children. Able to adapt and modify materials and resources to make them accessible to children. Able to support with the implementation of the school's Behaviour Policy. Able to work as an effective team member and work on own initiative. Able to maintain confidentiality and data security. Able to consistently produce high quality work. Able to deal with situations calmly and efficiently. | | Application Form Interview Written Test |
| Experience | <ul style="list-style-type: none"> Experience of working with children in an Early Years primary school or similar setting Experience of working with children with specific special needs | | Application Form Interview |
| Knowledge and understanding | <ul style="list-style-type: none"> Understanding of relevant codes of practice and legislation, including knowledge and understanding of Safeguarding/how to keep children safe in education Have knowledge of child development and the ways in which children learn | | Application Form Interview |

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| | <p>and develop both academically and emotionally</p> <ul style="list-style-type: none"> • Sound knowledge of National Literacy and Numeracy strategies • Knowledge and understanding of and proactive approach to Equal Opportunities • Understanding of how to monitor and track the progress of pupils | | |
| Other requirements | <ul style="list-style-type: none"> • Have enthusiasm for and commitment to the achievement of Parkgate's vision and be able to work as part of a successful, hardworking, dedicated team in our trauma informed school • A professional role model who is committed to their own professional development and to developing others. • Committed to and able to promote the aims of the school and the values of The Trust: Learners First, It's about Learning, No Barriers. • Able to work calmly under pressure and withstand stress. • Shares and listens to information, opinions and ideas using a range of effective approaches • Has a genuine concern to secure the educational progress of pupils irrespective of their ability or ethnic, cultural or social background • Hard working and committed • Has a sense of humour, patience and resilience | | Application Form Interview |

HOW TO APPLY



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| CLOSING DATE: | Wednesday 5 February 2025 |
| INTERVIEWS: | w/b Monday 10 February 2025 |

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel.: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Parkgate Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.