

# Specialist Teaching Assistant for SEND Recruitment Pack



# Advert

Title	Specialist Teaching Assistant for SEND
Location	St Helen's CE Primary School, Highfield Road, Hemsworth, WF9 4EG
Days/Hours	Monday to Friday 8:30 – 3:30 (30 hrs per week)
Contract	Permanent
Pay Range	Scale Point 7-11 (approximately £17,616 - £18,776 gross pay)
Required from	September 2025

We are looking for an enthusiastic and committed Specialist Teaching Assistant to provide a high-quality learning experience for a small group of children with Education Health and Care plans with Speech, Language and Communication difficulties. The children require elements of a bespoke curriculum which has been planned by our SENDCo, alongside support from other SENDCos in the Trust and our Director of School Improvement. The pupils will spend time every week in their classrooms for lessons that they can access with scaffolds and adjustments.

We are looking for someone who:

- Has a strong understanding of pupils with SEND, particularly Speech, Language and Communication difficulties;
- Has high expectations and is committed to ensuring children make strong progress based on their starting points;
- Is able to communicate well with good interpersonal skills;
- Is committed to an inclusive ethos where every person matters;
- Has good behaviour management skills;
- Has some experience in children with additional needs;
- Can work well as part of a team;
- Is warm, kind, caring, positive and has a sense of humour.

We can offer:

- A nurturing, caring and inclusive school;
- A forward-thinking Trust that takes professional development, workload and staff wellbeing seriously;
- A friendly, hard-working, professional and supportive team of staff and governors;
- Happy and enthusiastic children who enjoy learning and behave well;
- A commitment to your professional development.

We warmly encourage you to visit school before you apply. For further details about the role, to arrange an informal conversation with Lee Swift, Headteacher. Please contact the school office on 01977 617955 or email [lee.swift@sthelens.enhanceacad.org.uk](mailto:lee.swift@sthelens.enhanceacad.org.uk)

Enhance Academy Trust has an absolute commitment to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced criminal record check via the DBS. The Trust values the diversity of our workforce and welcomes applications from all.

Applicants will need to use the link below to complete online application form.

[Recruitment](#)

**Selection Timeline**

**Closing Date for Expressions of Interest:** Friday 11<sup>th</sup> July 2025 at 9am

**Interviews:** W/c 14<sup>th</sup> July

# Enhance Academy Trust

Enhance Academy Trust is a Church of England Multi-Academy Trust comprising of thirteen primary schools located across Wakefield and Kirklees and a post 16 performing arts free school. The Trust was established in 2012 as a sponsor of Church of England and Community Schools.

The Trust works very closely with its academies and encourages them to help each other whilst at the same time allowing them a reasonable amount of earned autonomy. We have kept to this model whilst expanding and want to continue to follow similar principles in the future.

***Our vision is to deliver improved educational outcomes and learning skills to enable our young people to live well in the world around them. We also aim to allow our academy leaders and staff to develop the individual character of our academies so they can best serve their local communities.***

[Enhance Academy Trust - Home](#)

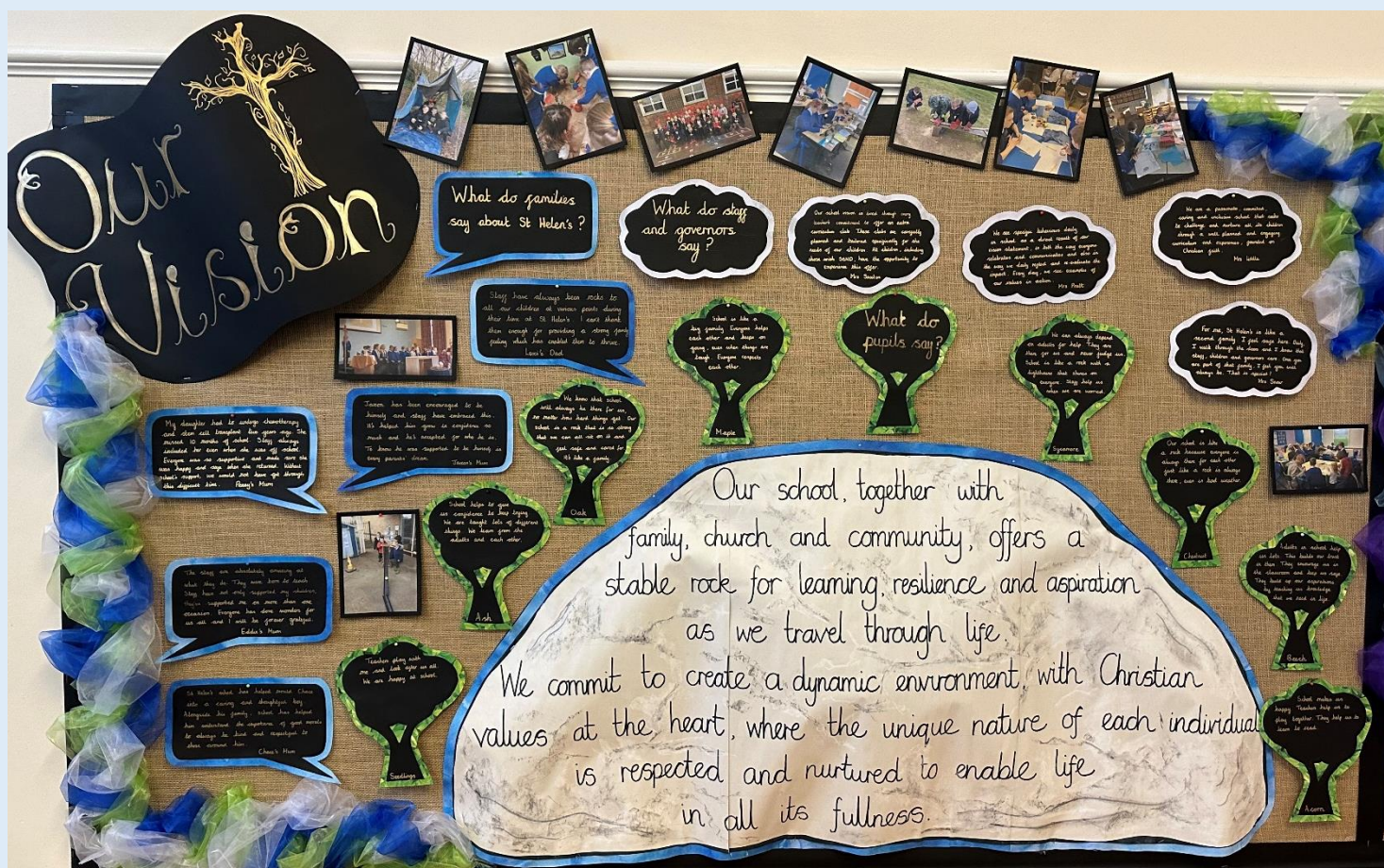


## Our School Vision

**Our school, together with family, church and community, offers a stable rock for learning, resilience and aspiration as we travel through life.**

**We commit to create a dynamic environment, with Christian values at the heart, where the unique nature of each individual is respected and nurtured to enable life in all its fullness.**

***“The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock.” Matthew 7: 25-27***



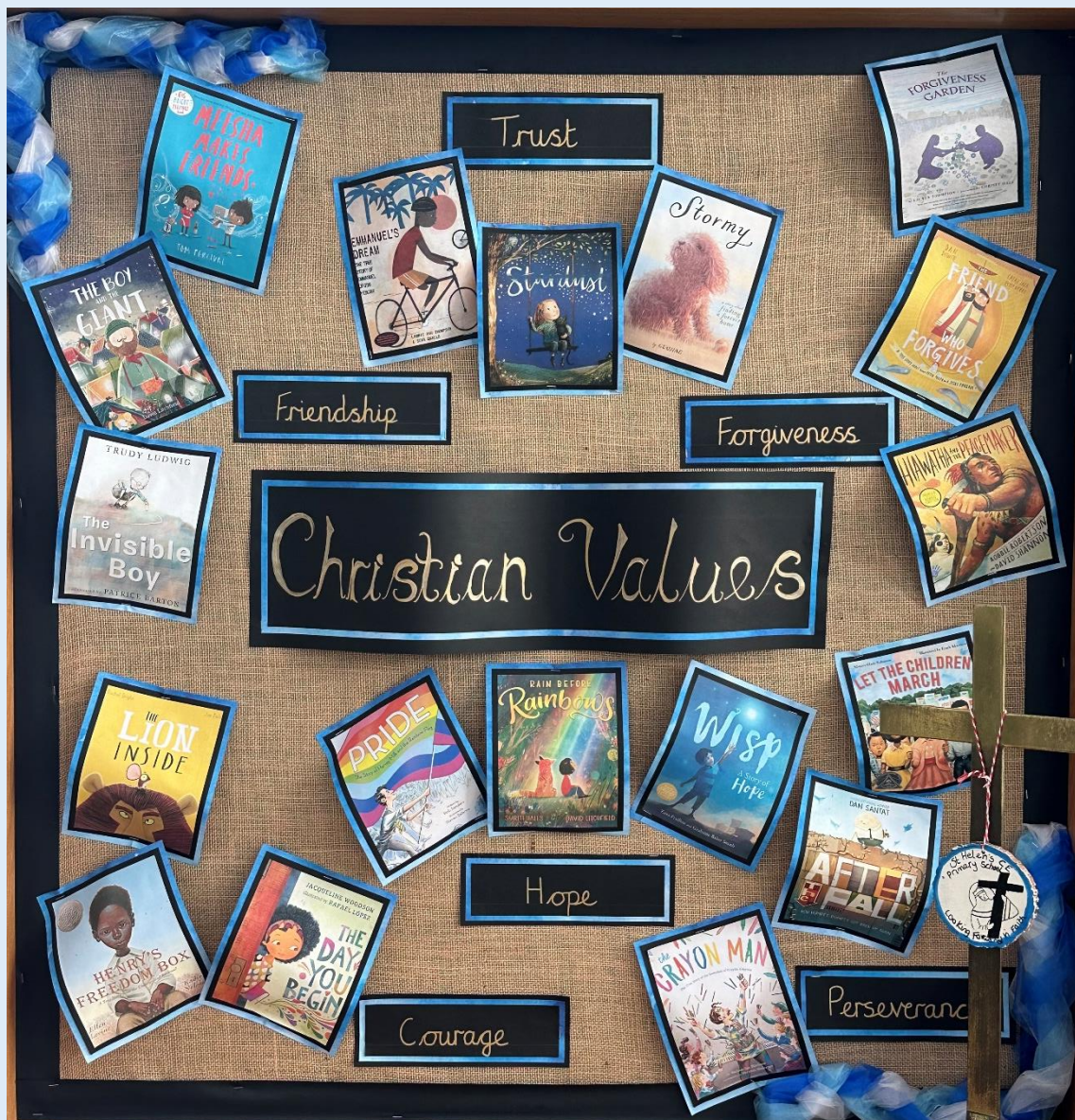


# Our Christian Values

We have 6 Christian Values that support our school vision. We explore these during daily acts of Collective Worship.

Our 6 values are:

- Hope
- Friendship
- Trust
- Perseverance
- Courage
- Forgiveness



# Our School

St Helen's is an average-sized school with 215 children on roll. We have become an increasingly popular choice for families in the local area and our reputation is constantly improving. The majority of our children continue their education at the nearby Outwood Academy, Hemsworth.

In order for children to achieve high standards and make good progress throughout their school journey at St Helen's, we are committed to providing a stimulating and engaging curriculum which extends far beyond the limitations of the classroom:

- We have extensive outdoor areas which include an extensive playing field, forest school area and a continually developing playground.
- We are an extremely inclusive school. There are currently 15 pupils with an Education, Health and Care Plan (EHCP) and approximately 23% of our pupils have some form of Special Educational Need or Disability (SEND).
- We plan many opportunities for learning beyond the classroom including field trips, class trips and residentials.
- We pride ourselves on the large range of activities that our staff provide as part of our wider after school club offer. This enables children to find their passion and to continue to grow and develop as individuals.

We work in partnership with parents to ensure that our children develop essential skills and are well prepared for Secondary School. We aim for children to be aware of what they enjoy, to find their passion and their interests and to be kind, well-rounded individuals. Ultimately, we strive for our children to be compassionate, independent and responsible people who are prepared in every sense to embrace the next stage of their education.

We are very lucky to have lots of indoor space. We have spare classrooms, a large library, a phonics intervention room and a large classroom where our Pastoral Care Leader is based.





# Job Description

## REPORTING TO

Supervision Activities Relating to Teaching and Learning - Classroom Teacher/SENDCo  
Line Management-SENDCo/Headteacher

## OVERALL PURPOSE OF THE POST

Under the direction and supervision of a Teacher or Line Manager to provide particular support for individual pupils or group of pupils with special educational needs ensuring their safety and access to learning activities and to support their integration into the classroom as appropriate.

## KEY OUTCOMES/ACTIVITIES

- To provide specialist knowledge or expertise to support the learning activities of pupils either individually, within groups or within whole classes.
- To assist the teacher or line manager in developing and implementing individual education/behaviour plans.
- To provide assistance to the teacher or line manager with planning learning activities.
- To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher or line manager.
- To support the teacher or line manager in managing pupil behaviour including dealing with incidents in accordance with agreed school policy/strategies and to encourage pupils to take responsibility for their own behaviour.
- To prepare the classroom for lessons and to clear afterwards establishing an appropriate learning environment.
- To establish effective communications with parents/carers and to participate in meetings providing feedback as directed by the Headteacher or line manager.
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To provide detailed feedback and reports to the teacher or line manager on pupil progress and achievement.
- To be responsible for keeping and updating pupil records.
- To undertake marking of pupil's work.
- To employ strategies to recognise and reward achievement.
- To maintain equipment and resources ensuring they are appropriate to the lesson plans/learning activities.
- To assist pupils in using resources e.g. ICT.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours.
- To participate in school visits, assisting with activities as required.
- To undertake clerical duties including photocopying, administering course work, or producing worksheets for agreed specialist activities.

Other duties commensurate with the grade of the post as directed by the Headteacher  
The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

# Job Description

## RESPONSIBILITY OF RESOURCES

**Employees (Supervision):** To provide appropriate guidance and supervision and to assist in the training of staff in the specialist area.

**Financial:** None

**Physical:** Effective use of learning materials and resources.

**Customers and Clients:**

The post involves some direct impact on the well-being of pupils through undertaking tasks or duties related to the post.

## WORKING CONDITIONS

The post holder may be subject to some exposure to disagreeable or unpleasant people related behaviour.

The post involves contact with people which through their circumstances or behaviour occasionally places emotional demands on post holder.

The nature of the post may involve periodic requirements for considerable effort, e.g. lifting or carrying of children.

## CHARACTERISTICS OF THE POST

**Characteristics of the post:**

The ability to occasionally attend meetings as required by the Headteacher/Line Manager.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.

**The employment checks are required:**

- Evidence of entitlement to work in the U.K.
- Childcare Disqualification Declaration (where applicable)
- Evidence of essential qualifications – see page 1 of this job specification
- Two satisfactory references
- Confirmation of medical fitness for employment
- Registration with appropriate bodies (where applicable)

**The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:**

**Evidence of a satisfactory safeguarding check e.g. An Enhanced DBS Disclosure**



# Person Specification

Knowledge, Experience and Skills		
	Essential	Desirable
Qualifications/Training		
Qualified or willing to work towards Support Work in Schools (S.W.I.S.) Level 2	✓	
Level 2 Numeracy/ Literacy or willingness to work towards this	✓	
Supporting Pupils with S.E.N. 2 or 3 or <i>Supporting Teaching and Learning in Schools</i> Level 3		✓
Knowledge		
Appropriate knowledge of first aid	✓	
Use of Technology e.g. ICT.		✓
Child Protection issues	✓	
Health, Safety & Security issues.	✓	
Data Protection issues	✓	
Experience		
Working or caring for children	✓	
Competencies and Other Skills		
The ability to relate well with children with special educational needs	✓	
The ability to work with adults.		
The ability to work as a member of a team.	✓	
Effective use of resources	✓	