

BARTON SEAGRAVE PRIMARY SCHOOL



SPECIAL NEEDS TEACHING ASSISTANT REQUIRED

Post: Special Needs Teaching Assistant
Contract Type: Fixed Term pending budget review.
Hours: 30 hours per week (39 weeks per year including training days)
Scale: Grade D
Pay: £12.85 to £13.05 per hour

Description

TAs at our school know that no two days are the same and that no two children are the same either. Our TAs may be supporting teachers in the classroom, working with children 1:1, managing classroom resources, taking children on trips and visits, having their lunch with children who struggle socially, playing board games, conducting science experiments, making amazing displays and celebrating success. They are equal parts TA, key worker, counsellor, entertainer, problem solver and boundary giver.

We are seeking to appoint an experienced, enthusiastic and committed Teaching Assistant to join our vibrant and dedicated team. You will primarily be supporting children within our Reception team that have additional needs within the learning environment and at break times. Training will be given in this area to the successful candidate.

The position would ideally suit someone who is calm and patient with the ability to inspire and motivate children. Excellent literacy and numeracy skills are essential, as well as the ability to work as part of a team.

The post is for 30 hours a week and will involve support in the classroom setting and at break/lunch times.

The post will involve:

- Supporting the child in 1:1 sessions, group and whole class basis
- Developing their social interaction skills
- Liaising with parents and external agencies
- Implementing individual support programmes

We can offer:

- Happy motivated children who value learning
- A creative approach to the curriculum
- Children who demonstrate exceptionally high standards of behaviour
- A supportive and fun loving team of staff and governors
- Quality continued professional development

Barton Segrave Primary School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, governors and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Please contact the school on the number below if you would like to arrange a visit.

Telephone Number: 01536 722793
School Website: www.bartonsegraveprimaryschool.org
Email: recruitment@bartonsegraveprimary.co.uk
Please apply by: Tuesday 7th July
Job Start Date: ASAP

Please complete the application form attached (also available on our school website) and return to the school by email or post.

Barton Seagrave Primary School

Job Description

Post title:

Special Needs Assistant

Overall purpose of the post

To work under the instruction/guidance of teaching staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

Principal responsibilities

1. Support for pupils

- Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes including Social, Health, Physical, Hygiene, First Aid and Welfare matters.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

2. Support for teachers

- Create and maintain a purposeful, orderly and supportive working area in accordance with lesson plans and assist with the display of pupil's work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievements/progress as directed.
- Provide detailed and regular feedback to teachers on pupil achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.
- Administer routine tests and undertake routine marking of pupils' work.
- Provide admin support e.g. photocopying, typing, filing, administer coursework etc.

3. Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS1, KS2 & early years curriculum, recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment /resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

4. Support for the School

- Be aware and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signature of Special Needs Assistant:

Date:

BARTON SEAGRAVE PRIMARY SCHOOL

Person Specification

Post Title:	Special Needs Assistant
Grade	Grade D
School Name:	Barton Seagrave Primary

Attributes	Essential criteria	Desirable criteria
Education and Qualifications	Mathematics and English to GCSE Grade C or equivalent.	Further qualifications: First Aid Training NVQ 2 for teaching Assistants Training in Support Programmes
Experience and Knowledge	Experience of children of Primary School age	Experience of <ul style="list-style-type: none">• working in a school setting• working with children• working with parents• working in a team Knowledge of <ul style="list-style-type: none">• child development• National Curriculum• Special Educational Needs
Ability and Skills	Good communication skills both orally and in writing Ability to relate well to children and adults leading to good social skills Ability to work to time schedules Ability to be adaptable, patient and tolerant. Ability to manage own work load and show initiative.	IT skills – word processing, & spreadsheets. Ability to undertake further qualifications. Ability to self-evaluate own work and learning needs
Equal Opportunities	Ability to demonstrate awareness / understanding of Equal Opportunities	Knowledge of <ul style="list-style-type: none">• a range of special educational needs• other cultures and beliefs• Disability Discrimination act
Date:	July 2026	