



SEN Teaching Assistant (Level 2)

Courthill Infant School

20 Hours Monday to Friday, Term Time Only

Grade D SCP 5-6 (FTE £25,583 - £25,989 per annum)

Actual Salary: £11,841 – £12,382 pro rata per annum

Fixed Term until August 2026, initially, Starting as soon as possible

Believe Achieve Shine

Courthill Infant School is a popular, forward thinking infant school where children are valued, motivated and challenged to be the very best that they can be. Our children are at the heart of everything we do. We want our children to be happy, confident and resilient; equipped with the skills they need, both now and in the future. Our culture is one which embraces a growth mindset whereby everyone recognises that we all have endless potential, providing we work hard; practise new skills; act on constructive feedback and understand that it's not that 'we can't do it', but rather that 'we can't do it yet.'

The school is part of the Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

We are seeking to appoint a SEN Teaching Assistant, level two. Our ideal candidate would have the ability to motivate and encourage children, be enthusiastic, responsible, and enjoy working with children. They should have good inter-personal skills and a desire to support children to progress with their learning, promote high standards of behaviour and believe that all children can succeed.

We would love to hear from you if you:

- Have experience of working in a school or nursery setting
- Have experience working with children with SEN
- Are keen to work in a supportive, learning environment
- Work well in a team
- Are able to bring energy and enthusiasm to the role
- Have good communication skills

We can offer:

- The opportunity to work alongside a dedicated and friendly team
- A welcoming school with enthusiastic children who are keen to learn
- An attractive and well-resourced school
- Excellent professional development opportunities

Applicants are encouraged to view our website www.courthillinfants.co.uk for more information.

Internal applicants (current CLP employees): To apply please submit the following to recruitment@courthill.coastalpartnership.co.uk :

- Expression of interest addressed to Mrs Ali Carter
- An up-to-date CV
- Details of two referees including email addresses (these can be internal or external)

External applicants: Please send a complete application form to:

recruitment@courthill.coastalpartnership.co.uk

Closing Date: This advert shall remain open until the position has been filled.

Interviews: To be confirmed.



To comply with our statutory safer recruitment practices and obligations, we are unable to shortlist incomplete applications. Please ensure you include a full employment and education history, details of two referees and explain any gaps in employment. **CVs will not be accepted from external candidates.**

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, and Enhanced DBS check, Child Barred List check and satisfactory references. We will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern. Applicants are advised that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children.

CLP is committed to creating a diverse environment and is proud to be an equal opportunity employer. All applicants who meet the person specification will receive equal consideration for employment. We value the fact that our schools are very different, as are our colleagues within them. Our culture is one in which colleagues serve and inspire each other in the spirit of professional generosity; colleagues are empowered to be themselves and to be their best. At CLP, everyone is welcome and encouraged to achieve and be heard.



Coastal Learning Partnership offers its employees a range of benefits, including:

Financial

Competitive Salary

Recognising Continuous Service from other relevant employments

Higher than average Pension Contributions via our Occupational Pension Schemes

Holiday pay, increasing with service

Occupational Maternity and Paternity pay

CPD and Training

Excellent networking and training and development opportunities for all staff, from courses and qualifications to effective appraisal and internal transfer and promotional opportunities

Medical and Wellbeing Support

Free and confidential counselling, physiotherapy, weight management support, menopause help, personal training, GP referral service and some private surgical procedures

Employee discount schemes

Discounted BH Active Membership

Discount schemes offering a range of high street, restaurant, holiday, finance and other benefits

Cycle and Tech Schemes offering discounted equipment via payroll

Free Eye Tests for VDU





Job Description **SEN Teaching Assistant (Level 2)**

Start Date:	As soon as possible
Responsible to:	Headteacher / Inclusion Lead
Location:	Courthill Infant School
Grade:	Grade D SCP 5-6 (FTE £25,583 - £25,989 per annum FTE)
Hours of work:	27.5 Hours Monday to Friday
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

Overall Purpose

- To provide support for the teacher by preparing an effective learning environment establishing good relations with the pupil giving appropriate comfort and care as directed and linking this support through our Teaching and Learning and Relationships Policy expectations.
- To assist the pupil to reach their full potential by maintaining a safe working environment.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

General Duties

- We are looking to recruit a capable, committed and flexible SEN Teaching Assistant to support pupils with complex needs, including challenging behaviour
- To work individually, and as part of a team, to support the overall vision and values of the academy trust.
- To provide care and support for the pupil by supporting learning through planned and differentiated activities.
- Supporting and supervising the child during lunchtimes
- Select and prepare learning resources and materials and to carry out the learning activities under the guidance of the teacher. Prepare and adapt resources to meet individual needs. Check on availability and ensure supplies are available as agreed with the teacher.
- To clarify with the teacher, the objectives for learning inputs and the type of support to be given. Agree with the teacher on when support is needed by the pupil. Then agree and provide support to the pupil for follow up tasks.
- Select suitable ICT and practical resources and encourage their use by the pupil in learning activities.

- Seek assistance from teacher where there are difficulties in supporting the learning activities and provide feedback/information to the teacher on how the activity went. Offer constructive and timely suggestions as to the support you can provide to a planned activity and give constructive suggestions about possible difficulties for some pupils.
- Monitor and record pupil response to activities and give regular oral and written feedback to the teacher.
- Check the availability and location of safety equipment and ensure safety in the learning environment.
- Work closely with the teacher to maintain accurate, legible, updated and secure records. Provide relevant information for records and reports, being aware of the targets set for the pupil through their IEP, offering input at the time of review if appropriate.
- Carry out administrative duties as required by the teacher in collecting and collating information, which has to be passed on.
- To support the pupil(s) through the development of good, productive working relationships with pupils which encourages independence and responsibility for his/her own behaviour.
- Follow the whole school relationships policy
- Support children who may have Individual Relationship plans and risk assessments
- Complete necessary training to fulfil role to support child's needs.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives.
- To deliver First aid as needed
- Be prepared to give intimate care including nappy changes as necessary.
- Organise, escort and supervise the pupil with out of school activities.
- Undertake playground supervision of the children to maintain safety and monitor security of the grounds, if required.

Arrangements for Performance Management

- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

Whilst every effort has been made to explain the main duties and responsibilities of the TA role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.



Person Specification **SEN Teaching Assistant (Level 2)**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none">GCSE Maths and English grades A-C or equivalentTeaching Assistant (e.g. NVQ 2/3) or working towards this	<ul style="list-style-type: none">Paediatric First Aid Qualification
Experience:	<ul style="list-style-type: none">Working with children of infant school ageExperience of working one to one with children with complex SEND in a mainstream Primary school age setting within KS1 or EYFS	<ul style="list-style-type: none">SEND training/ Speech & Language. This might include: PEICD Makaton PECS
Professional values:	<ul style="list-style-type: none">Adopt a flexible approach to workingBe able to establish and maintain good professional relationships with pupils, parents and colleagues	<ul style="list-style-type: none">Have the ambition and drive for your own professional development
Knowledge, skills & abilities	<ul style="list-style-type: none">Ability to work with children showing care and understanding.Ability to work with individuals and small groups of children.Ability to be confidential.Willing to undertake training as required.Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)	<ul style="list-style-type: none">Experience of working in a teamSound knowledge of children with complex needs.Ability to meet child's needs whilst encouraging independence.
Other	<ul style="list-style-type: none">Willingness to support the intimate care needs of children as required.Ability to stay calm under pressure.Able to exert moderate physical effort; crouching or bending when working with pupils.	

The post holder may be required to travel to other local sites, including other CLP schools.