

## Teaching Assistants – Special Educational Needs (SEN)

**Locations:** Bournemouth, Poole and Purbeck  
**Contract:** Casual, Part-Time, or Full-Time (Permanent or Fixed-Term, subject to funding). All roles are term time only, plus inset days  
**Salary:** £12.65-14.13 per hour, depending on the role and experience

Are you passionate about making a difference in the lives of children with special educational needs? We are looking for dedicated and enthusiastic **Teaching Assistants** to join our team in **primary school settings** across Bournemouth, Poole and Purbeck.

### About the Role

- Support children with a range of special educational needs to access learning and thrive in the classroom. This may include providing personal care or support with medications.
- Work closely with teachers and other professionals to provide tailored support.
- Help create an inclusive, nurturing environment where every child can succeed.

### What We Offer

- Flexible opportunities: casual, part-time, or full-time roles.
- Contracts that may be permanent or fixed-term, depending on funding.
- A supportive team and ongoing professional development.
- A range of health, wellbeing and financial benefits including high street discounts, free counselling and physiotherapy and access to well-regarded pension schemes

### What We're Looking For

- Experience working with children, ideally in an educational or care setting.
- Patience, empathy, and a commitment to helping every child reach their potential.
- Ability to work collaboratively and adapt to different needs.

If you're ready to make a real impact and join a caring, dynamic team, we'd love to hear from you!

**Apply today and help us create brighter futures for children with SEN.**

**How to apply:** Please send a completed application form to:  
[recruitment@coastalpartnership.co.uk](mailto:recruitment@coastalpartnership.co.uk)

**Closing Date:** The advert will close when we have received a sufficient number of suitable candidates, and interviews will be held in due course.

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 applicants.**

*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.*

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.

## Employee Benefits

### 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)**

Responsible to:	Headteacher/SENCo
Location:	Bournemouth, Poole and Purbeck
Grade:	Grade 3 SCP 4-6 (£13.05 – £13.47 per hour)
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

### Overall Purpose

- We are looking to recruit a capable, committed and flexible SENTA to support pupils with complex needs, including challenging behaviour
- 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 Behaviour Management Policy expectations.
- To assist pupils to reach their full potential by maintaining a safe working environment.
- To provide care and support for the pupils by supporting learning through planned and differentiated activities.
- Supporting and supervising the child / children during lunchtime, if necessary.

### **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

- 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 literacy and numeracy development 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.
- Monitor behaviour attentively in order to defuse possible conflict situations by encouraging and re-enforcing positive behaviour and interaction between pupils. Seek assistance in conflict situations that are outside your role and authority to resolve.
- Observe behaviour patterns in the pupil and report concerns to relevant persons. Support individuals and groups in complying with behaviour targets the teacher has set. Demonstrate respect for others in interactions with pupils and other adults.
- Respond to pupils appropriately, encouraging them and keeping them on task. To manage own behaviour in response to pupil actions, to provide a good model for pupils.
- Give encouragement and feedback to pupils using the language and vocabulary related to the learning objectives of the literacy and numeracy curriculum/strategies.
- Provide comfort and immediate care for minor accident, upsets and ailments; provide personal care as required.
- 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.
- To work individually, and as part of a team, to support the overall vision and values of the academy trust.

#### 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 SEN 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"> <li>GCSE Maths and English grades A-C or equivalent</li> <li>Working towards or qualification in Early Years practice or Teaching Assistant (e.g NVQ)</li> </ul>	
Experience:	<ul style="list-style-type: none"> <li>Experience of working one to one with children with SEND.</li> <li>Experience of working with children, preferably in a Primary school setting.</li> </ul>	<ul style="list-style-type: none"> <li>SEND training/ Speech &amp; Language.</li> </ul>
Professional values:	<ul style="list-style-type: none"> <li>Adopt a flexible approach to working</li> <li>Be committed to school improvement</li> <li>Be able to establish and maintain good professional relationships with pupils, parents and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Have the ambition and drive for your own professional development</li> </ul>
Knowledge, skills & abilities	<ul style="list-style-type: none"> <li>Ability to work with children showing care and understanding.</li> <li>Ability to work with individuals and small groups of children.</li> <li>Ability to be confidential.</li> <li>Willing to undertake training as required.</li> <li>ICT and administrative skills.</li> <li>Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a team</li> <li>Sound knowledge of Autism &amp; children with sensory needs.</li> <li>Ability to meet child's needs whilst encouraging independence.</li> <li>Practical skills.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Ability to stay calm under pressure.</li> <li>Good organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>Able to exert moderate physical effort; crouching or bending when working with pupils.</li> </ul>

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

## Job Description **SEN Teaching Assistant (Level 3)**

Responsible to: SENCo / Headteacher

Grade: Grade 4 SCP 6-9 (£13.47 - £14.13 per hour)

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(s) 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 SENTA 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 SEN 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 3)

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

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