

Assistant to SENDCo HLTA (Maternity Cover)

St Clement's and St John's CE Infant and Bethany CE Junior School

32.5 hours, Term Time only (including working inset days)

8.30am – 3.30pm, Monday – Friday

Grade 6 SCP 16-22 (FTE £30,518 - £33,699 per annum)

Actual Salary: £22,954 - £26,033 per annum pro rata

Fixed Term until 31st December 2026

Commencing asap

St Clement's and St John's CE Infant and Bethany CE Junior School are wonderful schools set in Boscombe in the sunny town of Bournemouth. We are currently seeking to recruit an Assistant to SENDCo to join our positive and highly skilled team. The school is part of Coastal Learning Partnership Multi Academy Trust; a vibrant, collaborative Trust of twenty schools working together around shared goals, values and aspirations.

We are currently seeking a SEND HLTA who will work alongside our SENDCo, both teaching pupils and line managing and carrying out basic administrative tasks. Our ideal candidate will have experience supporting children within a school setting; with the ability to motivate and encourage as well as being enthusiastic and responsible. They should enjoy working with children and should have an understanding of a range of SEND. 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. Excellent organisation and IT skills are also essential for this role.

We would love to hear from you if you have the following experience:

- Administrative experience
- Experience working alongside children with SEND.

Visits to the school are warmly welcomed. For more information about the role or to arrange a visit please phone the Headteacher, Lawrence Woodward, on 01202 393570.

Applicants are also encouraged to view our websites: <https://www.stclementsandstjohns.co.uk/> and www.bethanyjunior.co.uk as well as www.coastalpartnership.co.uk for more information regarding the schools and Trust.

Applicants: Please complete a full application form and send to bethanyrecruitment@coastalpartnership.co.uk

Closing Date: We will start to shortlist on Sunday 1st February

Interviews: Friday 6th February PM

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.**

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 **Assistant to SENDCo HLTA**

Start Date: asap

Responsible to: SENDCo

Location: St Clement's and St Johns CE Infant and Bethany CE Junior Schools

Grade: Grade 6, SCP 16-22 (£15.82 - £17.47 per hour FTE)

Disclosure Level: Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

- To provide support and administration to the SENDCo in managing the SEND needs of the school, within the context of the SEND policy, the school's aims and policies, and the school Development Plan and the school's safeguarding policy.
- Responsible for the line management and cover of general Teaching Assistants within the school.
- To ensure the learning environment is appropriately organised and to provide a good range of learning materials.
- To provide support for class teachers by establishing good relationships with all pupils and parents/carers giving appropriate comfort and care as directed.

Safeguarding

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Main Duties & Responsibilities

- Provide targeted support to pupils with SEND in line with their Individual Education Plans (IEPs).
- Assist the SENDCo in implementing inclusive strategies and personalised learning plans.
- Work closely with teachers and TAs to adapt resources and differentiate learning activities.
- Plan and lead intervention groups, monitoring pupil progress.
- Monitor and record progress, producing accurate reports for meetings as required.
- Prepare and maintain tailored learning materials and manage record-keeping systems.
- Liaise with parents, carers, and external agencies under SENDCo guidance.
- Support and mentor Teaching Assistants; act as a point of contact and represent them in meetings. Promote positive behaviour, inclusion, and well-being for all pupils.
- Attend review meetings and make referrals to relevant agencies when guided by the SENDCo.
- Establish constructive relationships with pupils, acting as a role model and setting high expectations.
- Ensure compliance with safeguarding and school policies.
- Ensure that the Safeguarding Policy of the Trust is supported and followed.

Core Responsibilities

- **Support SENDCo with Administrative Tasks**
 - Maintain and update SEND records and documentation.
 - Assist in preparing reports for EHCP reviews, annual reviews, and meetings.

- Organize and manage SEND resources.
- **Assist with Communication**
 - Liaise with parents, external agencies, and staff under SENCo's guidance.
 - Help schedule meetings and ensure relevant paperwork is distributed.
- **Support Teaching and Learning**
 - Work with pupils with SEND in class or small groups, following teacher/SENCo plans.
 - Implement interventions and monitor progress.
 - Adapt learning materials to meet individual needs.
- **Monitor and Record Progress**
 - Collect evidence of pupil progress for SENCo review.
 - Complete observation notes and feedback forms.
- **Ensure Compliance**
 - Support SENCo in ensuring school meets statutory SEND requirements.
 - Help maintain confidentiality and safeguarding standards.
- **Provide Practical Support**
 - Assist with classroom management and inclusion strategies.
 - Support pupils with personal care needs if required.

Supervisory / Managerial Responsibility

- Non applicable

Communication / Contacts

- Be a contact and support to parents, with the class teacher, and relay any problems to the relevant school contact.
- Agree to and comply with the Trust's Data Protection and GDPR policies.
- Maintain confidentiality as appropriate.
- The SENDCo will arrange meetings, as needed, on an individual or group basis, to ensure feedback on school matters and so that any problems can be addressed.

Career / Salary Progression

- Professional development of the role is encouraged by the Trust and the ~~Inclusion Leader~~ SENDCo will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead is.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification

Assistant to SENDCo & HLTA

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> Childcare qualification (CACHE level 2, NVQ level 2) HLTA qualification (or working towards one) Educated to GCSE level in Maths & English 	<ul style="list-style-type: none"> Up to date Safeguarding training
Experience	<ul style="list-style-type: none"> Experience of working with children in primary schools Experience of Statutory SEND policies 	<ul style="list-style-type: none"> Experience of working in a team
Knowledge	<ul style="list-style-type: none"> Knowledge of Safeguarding issues and procedures Good numeracy and literacy skills Good IT skills 	<ul style="list-style-type: none"> Working knowledge of national curriculum and other relevant learning programmes
Skills & Abilities	<ul style="list-style-type: none"> Ability to work with and control children showing care and understanding Ability to work with individuals and small groups of children Ability to control and motivate & inspire class of children Ability to support children through the school's behavior policy Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	<ul style="list-style-type: none"> Practical Skills
Qualities & Attitudes	<ul style="list-style-type: none"> Willing to undertake training as required 	
Other	<ul style="list-style-type: none"> Committed to Equal Opportunities Committed to confidentiality 	<ul style="list-style-type: none"> First Aid Certificate

Whilst originally based at St Clement's and St John's CE Infant and Bethany CE Junior School, the post holder will be required to travel to other local sites, including other CLP schools.