



## **SEN Teaching Assistant**

37.5 hours per week,  
term-time only

£17,374 - £19,422 pro rata  
(actual £13,930 - £15,572)

Application Pack

## CEO welcome

Dear Applicant

Can I take this opportunity to thank you for the interest you have shown in our vacancy for the post of SEN Teaching Assistant.

The Seckford Education Trust is a developing and forward thinking Multi Academy Trust. We are an ambitious community and recognise the impact of exceptional staff on the development of our positive and engaged team.

We have an exciting opportunity for a suitably experienced and qualified individual to join our School. Appropriate career development opportunities will be provided by the Trust. We are committed to achieving outstanding teaching and learning across all departments and are looking for practitioners to continuously engage in, and contribute to, their own and colleagues' professional development to the highest level. Our staff are extremely hard working, passionate and focused on ensuring that no child is left behind and all children succeed.

In this pack you will find the Job Description, Person Specification and Application Form. You will also find information about The Seckford Education Trust.

In addition you can access further information on the Trust website [www.seckfordeducation.org.uk/vacancies](http://www.seckfordeducation.org.uk/vacancies)

If you wish to discuss the post please contact the HR Department on 01394 615167.

The closing date for applications is 9am on Monday 1 March 202.  
Please submit your application to [hr@seckford-foundation.org.uk](mailto:hr@seckford-foundation.org.uk).  
Interviews: please note that interviews are likely to take place online in the first instance.

As CEO of the Trust I believe that this is an exciting time to be joining our Trust and I very much hope that after reading the attached information, exploring our websites you will be motivated to submit an application. If that's the case I look forward to receiving your application and once again many thanks for your interest in this post.

Mark Barrow  
Chief Executive Officer



## Trust Vision and Values

### Our Vision

Inspiring, enabling and celebrating each and every young person's personal best.

### Our Mission

To create an outstanding learning community for all.

### Our Values

**Integrity** – We will always display honesty, trust, thoughtfulness and an unrelenting respect in all that we do.

**Striving for Excellence** – We will always respond to the emerging needs of our students, pupils and colleagues by seeking feedback on our personal performance and by taking ourselves out of our comfort zone.

**Collaboration** – We will work to break down silos and to ensure that all colleagues and all students benefit from new initiatives.

**Determination** – We will never knowingly allow ourselves or others to opt out in our drive to do the very best for our students and colleagues.

**Empowering** – We will always look to build confidence and strength in others by affording them the autonomy and independence they need in order to step up and to make decisions.

### Our Strategic Objectives

Delivering consistent quality of education  
Building resilience, capacity and sustainability

### Our Ethos

The ethos of all Schools in the Seckford Education Trust is founded on the '6Cs to Success'. The 6Cs are co-operation, commitment, community, confidence, challenge and celebration. These form the expectations we have of all our students in all that they do.

Find out more about the 6Cs here [www.seckfordeducation.org.uk/why-we-are-different/our-ethos/](http://www.seckfordeducation.org.uk/why-we-are-different/our-ethos/)

## The Seckford Way

- We believe in each and every young person
- We believe that by putting the needs of our staff first, our students will be successful
- We believe that every decision we take should be in line with our values and for the benefit of our students
- We believe that you cannot just wish professionals and students to be better – you have to create the conditions for them to grow
- We believe that every child deserves a Champion and that we can break down barriers to learning
- We believe that we all have a professional obligation to improve as teachers
- We believe in a culture of the possible; where we can all make progress beyond what anyone, including ourselves, could have imagined
- We believe that great teaching is that which improves students' life changes and progress
- We believe that an evidence-informed approach to curriculum design and teaching and learning helps us to identify what works best in the classroom
- We believe that feedback should be timely and respond to the needs of the individual students so that they can actively engage with the feedback
- We believe in working in partnership with all stakeholders
- We believe in community
- We believe in a truly all round education



## Head of School welcome

Here at SET Ixworth School we believe in each and every child.

We are an ambitious and yet small and caring school with big opportunities in mind for those who join us.

Our motto is 'inspiring, enabling and celebrating each and every young person'. Striving for excellence underpins everything we do and we aim to give our students an appetite for excellence in all that they do, equipping them with a set of lifelong skills which will enable them to succeed. We want our students to enjoy their school life, and be inspired to be inquisitive in their lessons whilst providing each of them with an academic challenge that enables them to realise their potential. We offer a curriculum that enables them to flourish academically and lays foundations for successful progression into post- 16 education, training or employment.

We strive to teach them that learning yields a multitude of rewards if it is approached with rigor and enthusiasm. This is cultivated by an approach to learning that is student-centred and set in a stimulating environment. As important as academic success is, our aim is to develop the whole person through a range of clubs and activities which enrich the daily experiences of our students. Added to this is our commitment to build a supportive community that encourages a sense of social responsibility and develops within them a desire to become global citizens. Full details on our curriculum and our enrichment activities are available on our website.

At the heart of our success will be a strong and positive partnership between parents/carers, students, teachers and wider friends of the school. Our '6Cs to Success' underpin how we expect every member of our School community to approach learning and behaviour. To facilitate excellent communication we encourage open dialogue between home and School. To read more about our vision and ethos, please visit: [www.seckfordeducation.org.uk/why-we-are-different/vision/](http://www.seckfordeducation.org.uk/why-we-are-different/vision/).

I hope this provides you with some insight into the life of our School and the founding Trust-wide principles from which we work; yet it cannot truly reflect all that we have to offer. If you like what you read do come and visit us. We look forward to offering you a warm welcome. In the meantime, I thank you for your interest in our School and I look forward to receiving your application.

Pia Parker  
Head of School



## The Role

### SEN Teaching Assistant

Accountable to: SENCo

#### Job Purpose

Providing support for students in lessons and by delivering interventions and to support teaching staff to plan and deliver lessons.

Work under the direction of the SENCO, Specialist Centre teaching staff to:

- Support individual children or small groups of students in carrying out tasks set by the teacher;
- Take full responsibility for the delivery of specific intervention programmes to individual students or small groups of children. This will include planning and assessing the intervention programme;
- Prepare or adapt resources for individual students or small groups of students;
- Plan and/or contribute to planning for individual students or small groups of students in specific areas of the curriculum;
- Take part in and contribute to Annual Reviews and ECHP & IEP Reviews as required and contribute to the writing of new IEPs;
- Be aware of and work towards the achievement of students' IEP targets and other individual targets;
- Liaise closely with the Specialist Centre teachers and the SENCO to share information concerning students' progress, working as part of a team;
- Provide general classroom supervision to allow the class and Centre teachers to focus on a particular group of students;
- Contribute to the displays and learning materials within the Centre;
- Support students with emotional or behavioural problems and help develop their social skills;
- Support professionals such as Occupational Therapists, Speech and Language Therapists etc., in delivering 1:1 small group sessions with students;
- Deliver activities and programmes recommended and provided by professionals such as Occupational Therapists, Speech and Language Therapists etc.;
- Support students in the mainstream school environment, when appropriate;
- Supervise students during lunch and break times;
- Liaise with parents/carers at the beginning and end of the school day;
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with Trust policy and encourage students to take responsibility for their own behaviour in line with the 6Cs to Success;

## The Role (cont.)

- Use specialist (curricular / learning) skills to support students where appropriate;
- Establish productive working relationships with students, acting as a role model and setting high expectations;
- Promote the inclusion and acceptance of all students within the classroom;
- Support students consistently whilst recognising and responding to their individual needs;
- Encourage students to interact and work co-operatively with others and engage all students in activities;
- Promote independence and employ strategies to recognise and reward achievement and self-reliance;
- Implement agreed learning activities / teaching programmes, adjusting activities according to students' responses / needs;
- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills;
- Support the use of ICT in learning activities and develop students' competence and independence in its use;
- Accurately record achievement / progress and provide feedback to students in relation to progress and achievement.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, information security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Undertake planned supervision of students out of school hours;
- Supervise students on visits, trips and out of school activities as required;
- Support / run / organise break and lunch duties and supervision e.g. educational games, lunchtime clubs, extra-curricular activities, homework clubs, etc.
- Provide general administrative support to teaching staff e.g. photocopying, laminating, changing displays, making worksheets, labels, signs, etc., ordering of resources and undertaking practical tasks to maintain a good standard of classroom appearance and any other learning related administrative tasks reasonably requested of you by the teaching staff.

## Person Specification

### General Responsibilities

#### Health and safety

You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with, and adhere to Seckford Education Trust's Health and Safety Policy.

#### Child Protection/vulnerable adults statement

Seckford Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with the Trust's Child Protection Policy Statement at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of children in the school you must report any concerns to the appropriate Safeguarding Lead or to the Head of School.

#### Brand values

Ensure your work, communication and approach conforms to the brand values and house style of the Trust and the wider Seckford Foundation.

Keep up to date, and comply with the Trust's Rules, Policies and Procedures at all times, as detailed on the School Intranet.



### Qualifications and Experience

#### Essential

- Educated to GCSE level (good grades in English and Maths);
- Understanding of SEN code of Practice and inclusive practice within a school setting;
- Experience of working with SEND and vulnerable students;
- Knowledge of school curriculum and the academic expectations of year groups;
- Experience of working in small group and on a 1:1 basis with students;
- Experience of Administrative and Reprographic Tasks;

#### Desirable

- Level 2 National Qualification or equivalent experience;
- Experience of work in secondary school setting.

### Skills and Attributes

#### Essential

- Ability to complete a range of administrative tasks;
- Excellent organisation skills;
- Able to follow teachers' instructions with commitment and efficiency;
- Ability to promote inclusive practice across the school;
- Explain tasks simply and clearly and foster independence;
- Able to maintain excellent records of the impact of their work on student progress;
- Ability to reflect and develop practice.

#### Desirable

- Experience of assessing the progress of students;
- Experience of assessing the progress of students

### Personal/Professional Qualities

#### Essential

- An exceptional role model with high standards of integrity and approachability;
- A desire to make a difference to the lives of young people of all abilities and needs;
- Possess energy, enthusiasm and creativity;
- Belief in the importance of high expectations, standards and aspirations;
- Democratic, sensitive and displays good sense of humour;
- Flexible and collaborative; able to work effectively in a team;
- Ability to manage competing deadlines; prioritising appropriately and maintaining good humour;
- Willingness to attend outside meetings and to work outside the timetabled day.

*All employees are expected to evidence a commitment to promoting the health, welfare and safeguarding of children.*



## Information for Candidates

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason, although you may refer to the CV in the relevant section of the application form.

Interviews will be offered to those applicants who best demonstrate how:

- Skills, abilities and experience match the person specification for the job description, and;
- You evidence your commitment to the needs of the role and the Trust.

### Any questions?

If you would like an informal discussion about any aspect of the role, or if you would like to arrange a visit please contact the HR Department on 01394 615167.

### Applying

If you decide to apply for the position please return your completed application form (which can be found at [www.seckfordeducation.org.uk/vacancies](http://www.seckfordeducation.org.uk/vacancies)) and a formal letter of application by:

**Email (preferable):** [hr@seckford-foundation.org.uk](mailto:hr@seckford-foundation.org.uk)

**Post:** HR Department, Seckford Education Trust, Marryott House,  
Burkitt Road, Woodbridge, Suffolk IP12 4JJ

*All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided on the website.*

