

Application Pack

**SEN TEACHING ASSISTANT
VACANCY**

St John's C of E Academy



SEN Teaching Assistant Vacancy

Salary £25,583 – £26,403 per annum pro rata, 32.5 hours per week, Term-Time Only
Grade 3, Points 5-7, Permanent
(Actual Salary £19,307 - £19,925 per annum)
Required for immediate start or as soon thereafter.

Do you have a passion for helping pupils with additional learning needs to flourish and thrive?

We are seeking a dedicated SEN Teaching Assistant to provide high-quality support that enables learners to succeed both academically and socially.

About the School

This school is committed to inclusive education and personalised support for pupils with Special Educational Needs. Staff work collaboratively to create a nurturing environment where every learner feels valued, supported, and able to achieve their potential.

About the Role

You will work closely with staff to support SEN pupils, implement personalised learning plans, and provide encouragement that builds confidence, engagement, and independence.

Responsibilities

- Support pupils in accessing lessons, activities, and daily routines
- Assist in delivering personalised learning strategies and interventions
 - Foster positive engagement and promote independence
 - Monitor, record, and share information on pupil progress
- Provide support in both classroom environments and small-group sessions

Requirements

- Experience supporting pupils with SEND (desirable)
- Strong communication and interpersonal skills
 - Patience, empathy, and adaptability

The Trust and St John's C of E Academy are committed to safeguarding and promoting the welfare of children and young people, and we expect all staff to share this commitment.

Enhanced DBS checks and other pre-employment checks are required for successful applicants.

Our Trust strives to be a supportive, inclusive, caring, and positive community where every staff member has a sense of belonging. We are committed to cultivating an equitable working environment where staff treat one another with dignity and respect and where every individual can fulfil their potential.

Closing date: Monday 27th April 2026

Interviews: Thursday 30th April 2026

Application forms available via email request to schooloffice@stjohnsworksop.snmat.org.uk


St John's C of E Academy, Raymoth Lane

Worksop, Nottinghamshire

S81 7LU

Tel: 01909 481540



<i>Job Description</i>		
<i>Title</i> TEACHING ASSISTANT - SEND Grade 3 SCP5-7	<i>School:</i> <i>St John's C of E Academy</i>	
<i>Job Purpose</i> To work under the instruction/guidance of teaching/senior 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, with direct support available from the teacher or senior member of staff.		
<i>Key Responsibilities</i>		
<ol style="list-style-type: none"> 1. Supervising and providing support for pupils, particularly those with special educational needs, ensuring their safety, inclusion and access to learning activities 2. Planning and providing practical assistance in relation to identified physical needs 3. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes 4. Establishing a constructive relationship with pupils and interact with them according to individual needs 5. Promoting the inclusion and acceptance of all pupils 6. Encouraging pupils to interact with others and engage in activities led by the teacher 7. Setting challenging and demanding expectations and promote self-esteem and independence 8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher 9. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work 10. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals 11. Assisting with the planning of learning activities 12. Monitoring pupils' responses to learning activities and accurately record achievements/progress as directed 13. Providing detailed and regular feedback to teachers on pupils' achievement, progress, barriers to learning etc. 14. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour 15. Establishing constructive relationships with parents/carers 16. Supporting teaching staff in the carrying out of home visits 17. Administering routine tests and invigilating exams and undertake routine marking of pupils' work 		

18. Providing clerical/admin support e.g. photocopying, typing, filing, administer coursework etc
19. Assisting the teaching staff in the smooth transition between educational phases
20. Supporting pupils in their learning in all areas of the curriculum.
21. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
22. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, recording achievement and progress and feeding back to the teacher
23. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
24. Supporting pupils and teacher during PE and other practical activities.
25. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
26. Assisting with the supervision of pupils at break times
27. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

General Responsibilities

28. *Being aware of and comply with school policy and procedures particularly in respect of Child Protection and Health and Safety*
29. *Being aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop*
30. *Contributing to the overall ethos/work/aims of the school*
31. *Ensuring the safe organisation of learning activities and the physical teaching space and resources for which they have responsibility*
32. *Appreciating and supporting the role of other professionals*
33. *Attending relevant meetings as required*
34. *Participating in training and other learning activities and performance development as required*
35. *Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate*
36. *Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions*
37. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
38. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team

39. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
40. To carry out any other duties as deemed necessary by the Principal.

Person specification Teaching Assistant

Key:

A - Application form

R - Reference

SP – Selection process. This could include a range of exercises, including interview.

Knowledge, experience and skills	Essential/ Desirable	How identified
Qualifications	E / D	A / SP / R
Good basic education to GCSE level in English and Maths, or equivalent	E	A
NVQ Level 3 (Early Years Care and Education), NVQ Level 3 (Childcare and Education) or BTEC National Diploma in Childhood Studies NNEB qualification/BTEC National Diploma Children and Young People's Workforce or equivalent	E	A
Evidence of further professional development	D	A / R
First Aid	D	A
Experience		
A minimum of two years' experience of working with children (either paid or unpaid capacity) preferably in an education setting.	E	A
Relevant work experience in a similar background within a primary setting	E	A
Knowledge and skills		
Ability to supervise groups of pupils	E	R/SP
Can manage the behaviour of pupils in a reasonable manner	E	A / R / SP
Can maintain trust and confidentiality where appropriate	E	A / R / SP
Able to play a full and active role in a team	E	A / R
Ability to liaise with other agencies and parents both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts.	E	A/SP
Ability to effectively use ICT to support learning, or to undertake training to do so	E	A/SP
Clear understanding of expectations, accountability and consistency	E	A / R
Commitment to the safeguarding and welfare of all pupils	E	A / R / SP
Effective oral and written communication skills.	E	A / R / SP
Personal qualities and attributes		
Creative and adaptable	E	A / SP
A positive interest in working with children	E	A / SP
Calm, patience and flexible	E	SP / R
Self-motivated and able to motivate others	E	A / R
Sense of humour, friendly and approachable	E	A / R
Optimistic and enthusiastic	E	SP / R
A commitment to helping young pupils achieve, through education and learning.	E	SP / R
Professional Ethos		
Understand how and when to seek advice / support	E	A / R
Maintain good relationships	E	A / R
Committed to own professional development	E	A / R



Recruitment Privacy Notice

Policy Statement

We are The Diocese of Southwell & Nottingham Multi Academy Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*

- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the [Trust/Academy/School] to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our [Retention and Destruction Policy].

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Trust HR Officer
payroll@snmat.org.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact [INSERT CONTACT DETAILS]. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer
data.protection@snmat.org.uk

Dear Applicant

This letter is to inform you that if you are considered for appointment to the post for which you have applied, you may be subject to a check of criminal and other records. This will have been specified in the advertisement for the post.

The Trust is required under law and guidance to check the criminal background of all employees. Decisions to appoint will be subject to consideration of an enhanced disclosure, including a Barred List check, from the Disclosure and Barring Service. Because of the nature of the work for which you are applying, this post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020).

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website, which can be accessed here:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

If shortlisted for an interview you will be required to disclose to us information about any:

- adult cautions (simple or conditional);
- **unspent** conditional cautions;
- **unspent** convictions in a Court of Law; and
- spent convictions that are **not protected** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(Amendment\) \(England and Wales\) Order 2020](#)

so that a police check can be carried out if you are offered an appointment.

If you are invited for an interview for the post you have applied for, we would be grateful if you could bring along the following documentation so that all necessary checks may be carried out:

- Original certificates confirming your qualifications (if specified in the job requirements)
- Passport or other comparable document to show your right to work in the UK
- Two recent proofs of address

If you have any questions or concerns about the contents of this letter, please raise these at your interview.

Yours faithfully



Mr C Moodie
Chief Executive Officer

DOCUMENTS THE APPLICANT MUST PROVIDE FOR DBS CHECKS

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

The person going through a DBS check (the applicant) must give their employer original documents (not copies) to prove their identity.

The documents needed will depend on the route the application takes. The applicant must try to provide documents from Route 1 first.

Route 1

The applicant must be able to show:

- one document from Group 1, below
- 2 further documents from either Group 1, or Group 2a or 2b, below

At least one of the documents must show the applicant's current address.

Route 2

If the applicant doesn't have any of the documents in Group 1, then they must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address. The organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents, they may need to be fingerprinted.



DOCUMENTS REQUIRED FOR DBS CHECKS

GROUP 1: Primary Identity Documents

Document	Notes
Passport	Any current valid passport
Biometric residence permit	UK
Current driving licence photocard – (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate – Issued within 12 months of birth (Original)	UK, Isle of Ma, Channel Islands – including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

GROUP 2a: Trusted Government Documents

Document	Notes
Current driving licence photocard (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) – paper version (if issued before 1998)	UK Isle of Man, Channel Islands and EU
Birth certificate – Issued after time of birth (certified copy)	UK, Isle of Man and Channel Islands
Marriage /civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Isle of Man, Channel Islands

All driving licences must be valid (<https://www.gov.uk/driving-nongb-licence>)

GROUP 2b: Financial and Social history documents

Document	Notes	Issue Date & Validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months



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Bank or building society account opening confirmation	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, e.g. pension or endowment	UK	Issued in last 12 months
P45 or P60	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work Permit or Visa	UK	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only – valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK – not mobile telephone bill	Issued in last 3 months
Benefit Statement, e.g. Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document, e.g. from the Department for Work and Pensions, the Employment Service, HMR	UK and Channel Islands	Issued in last 3 months
EU National ID card		Must still be valid
Card carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from Headteacher or college Principal	UK – for 16-19 year olds in full time education – only to be used in exceptional circumstances if other documents cannot be provided	Must be valid