



Teaching Assistant Level 3 SEND

**YOUR  
FUTURE.**

## OUR CEO

Manor MAT is a vibrant community of primary schools across the Black Country and South Staffordshire, united by a shared passion for making a difference. Our motto, **creating futures together**, isn't just a tagline - it's a daily commitment. Whether in the classroom, the staffroom, or our central team, we work collaboratively to shape futures filled with possibility, purpose, and hope. We believe that **great staff create great schools**. That's why we invest deeply in your growth - not just as a professional, but as a person. Whether you're a support staff member exploring a pathway into teaching, a middle leader seeking coaching and development, or an experienced educator ready to take the next step in leadership, Manor MAT offers tailored opportunities to help you flourish. Our culture of collaboration means you'll never walk alone; you'll be part of a network that lifts, learns and leads together.

***Welcome to Manor MAT. Let's create futures together.***

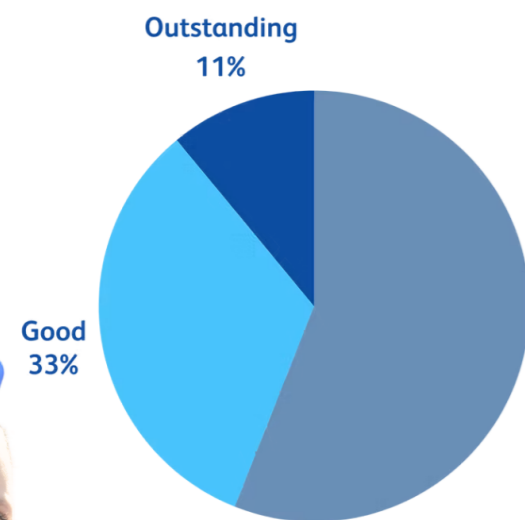
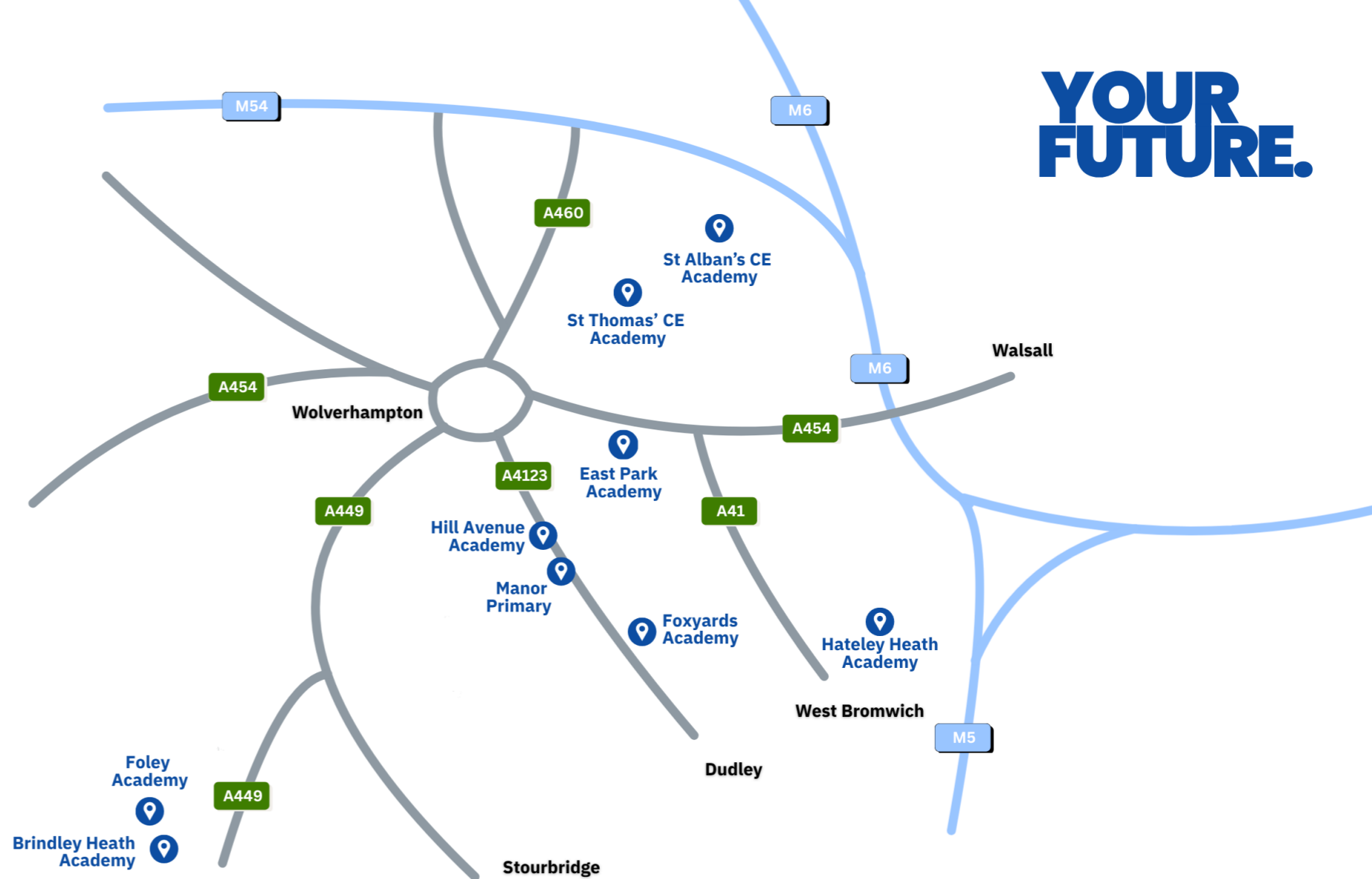
*Hayley Guest*



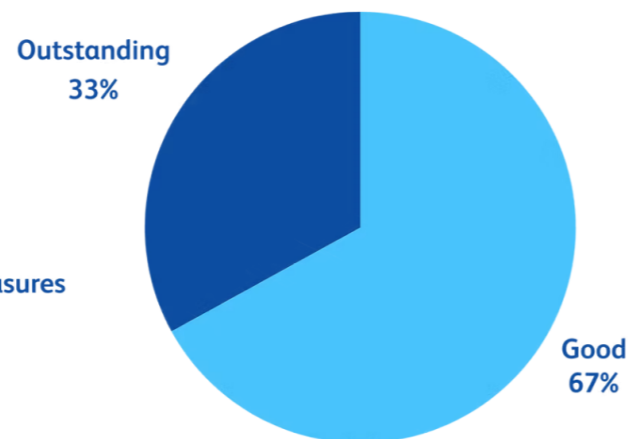
# OUR TRUST

## We began in 2016...

...with the aspiration that every child in our care attends a great school. We have ensured that some of the lowest performing schools in the country, many with significantly above national proportions of pupils eligible for free school meals, have been sustainably transformed in a short space of time.



**Schools before joining Manor MAT**



**Manor MAT Schools at their first inspection**

We have improved the life chances of thousands of young people, many living in some of the most disadvantaged parts of the country.



### Children

We serve over 3400 children and their communities with world-class education and care. They are at the heart of our trust.



### Teaching School Hub

All of our students who completed their PGCE with us over the past 3 years successfully gained employment at the end of their programme.



### Manor is the place to be

All of our recently recruited staff would recommend Manor as an employer due to the excellent support they receive.

# OUR OFFER



When you join our trust, you're joining a family. And a family cares for one another. That's why we offer our services and extras so you know you are a valued part of our family.



3 of many  
offers from us  
to you



## Our Specialised Central Team

We are committed to providing resource and experience that enhances the learning experience for children, motivates staff and provides unique opportunities for schools and communities. From finance to IT, to Estate management, to HR, we've got it covered.



## MAT Conference and CPD

We invest heavily in your CPD. We have an annual conference at a shared venue with our whole trust family where we share practice, prioritise wellbeing and cast vision for the future. We also have regular CPD opportunities throughout the year.



## Annual Awards Celebration

The MAT Awards celebrate the outstanding achievements and shared successes of our Manor MAT family in a highlight of the year for all of our staff. A chance to reflect on the previous year and celebrate the hard work and dedication of so many.

# YOUR BENEFITS



## LIFESTYLE SAVINGS

Lifestyle savings are built to support every aspect of your daily life. From supermarkets and high street shopping, to utility bills and retailers in your local community. Discover a world of savings.



## MENTAL WELLBEING

Access confidential support when you need it most. Whatever physical, mental or financial issue you're facing, you can find a wide range of resources waiting to help - 24/7, 365 days a year.

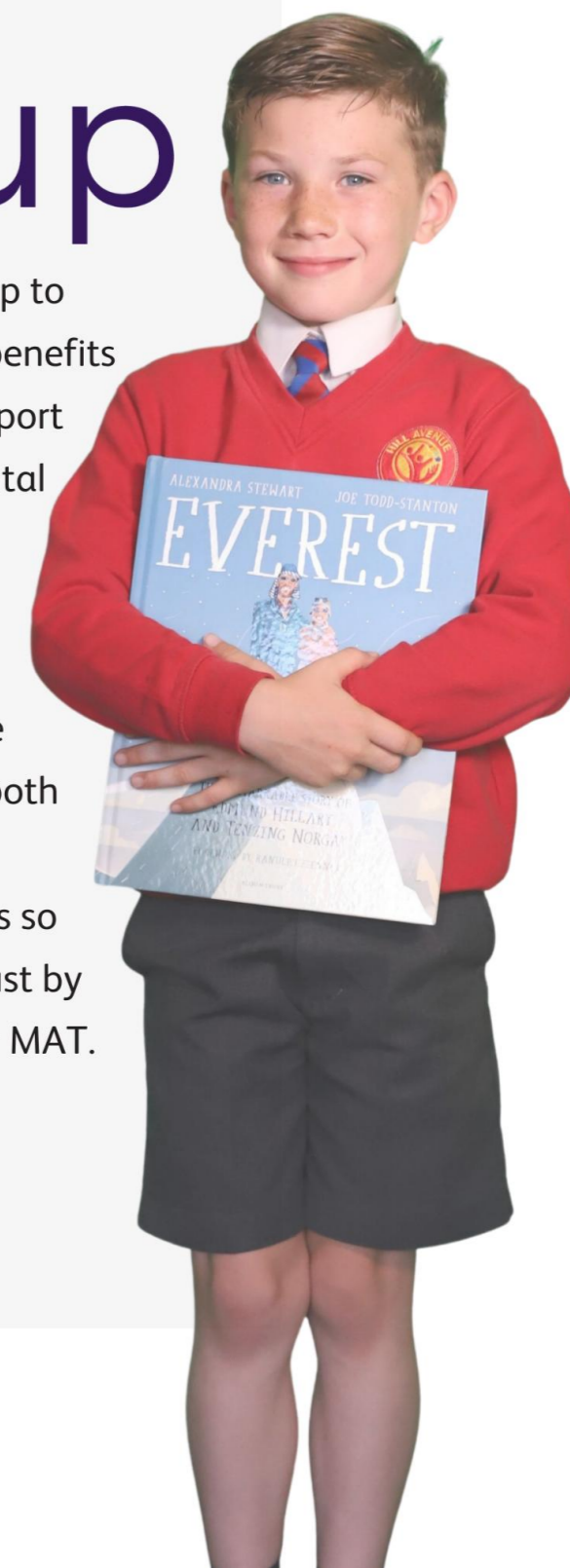


## PAYROLL PAY

Payroll Pay allows you to spread the cost of the items you want and need directly from your salary, helping you to avoid expensive borrowing whilst still spreading the cost.



We work with Vivup to make these staff benefits possible, all to support your physical, mental and financial wellbeing. Vivup offers so much in order to make sure you're supported both professionally and personally, and it is so simple to access just by working for Manor MAT.



# St Thomas' CE Academy



St. Thomas' C of E Academy, located in the heart of Wednesfield is a thriving, one-form entry primary school with a rich cultural mix and deep connections to the local community and St. Thomas' Church. Established on its current site in the 1960s and becoming part of Manor Multi-Academy Trust in 2018, the school provides a warm, nurturing environment for 210 pupils currently from Nursery through to Year 6. With strong community links and a welcoming atmosphere, St. Thomas' is dedicated to fostering growth, achievement, and respect for all.



*Mrs F Beardsley*  
Headteacher



At our latest inspection, we retained our 'Good' judgment from Ofsted. They saw that pupils are proud to attend our great school.



We have capacity to serve 240 children and their families. They are at the heart of our school.



Our small and dedicated staff team work in unity. Our culture is designed to build each other up and encourage on your journey.



**Our future is built  
on what you bring.  
At Manor MAT,  
your skills,  
character and ideas  
help shape  
what comes next.**

# OUR COMMITMENT TO SAFEGUARDING

Safeguarding is the foundation of everything we do. We are fully committed to the principles set out in Keeping Children Safe in Education and all colleagues, regardless of role, are required to uphold these standards without exception. Every appointment we make, from classroom to central team, is considered through the lens of child protection.

Our recruitment process is designed to be thorough, transparent, and uncompromising. We follow Safer Recruitment best practice in full, including the requirement for at least one member of every interview panel to hold a current Safer Recruitment certificate. All shortlisted candidates are subject to scrutiny of their application and any attempt to conceal, misrepresent, or omit relevant information will result in immediate withdrawal of an offer or, where applicable, termination of employment and referral to the relevant authorities.

Every successful candidate undergoes a robust pre-employment vetting process before employment in one of our schools. This includes an Enhanced DBS check with a Children's Barred List check and, where relevant, a check against the Teacher Regulation Agency's prohibition list. Overseas applicants, or those who have lived or worked abroad, will be required to provide additional checks equivalent to a UK DBS, in line with KCSIE requirements.

Safeguarding does not end at the point of hire, it is embedded into the culture and daily practice of every school in our Trust.



# Teaching Assistant Level 3 SEND

## Duties & Responsibilities

We expect our Teaching Assistant Level 3 SEND at Manor MAT to uphold our core values of Integrity; Ambition, Collaboration and Inclusion; act with honesty; keep their knowledge and skills as a Teaching Assistant Level 3 SEND up-to-date and are self-critical; forge positive professional relationships; and work with everyone concerned in the best interests of the pupils.

## Core Purpose

The core purpose of a Teaching Assistant Level 3 SEND at a Manor MAT School is to work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.

## Key Objectives

- During the short term absence of the class teacher a Level 3 teaching assistant may be required to supervise the whole class and deliver pre prepared activities.
- To provide general support to the class teacher in the management and organisation of the pupil and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

## Main Responsibilities

- Being a member of the school's nurture facility
- Work under supervision of qualified educational staff enabling access to learning with small groups of pupils or individual children. This will include children with special needs.
- Develop and contribute to standard and pre-approved learning plans for individuals and groups of children.
- To be able to plan and deliver appropriate interventions.
- Assist with supervision and social needs of children at playtimes/ lunchtimes and on school visits where necessary.
- To undertake such duties which may be reasonably regarded as within the nature of the duties/responsibilities for the grade of the post.
- Applicants should be able to demonstrate high levels of initiative, be able to display sensitivity to children's needs and to be able to stay calm under pressure.
- Good communication skills that will encourage and foster positive relationships with parents, children, agencies and with staff across the school.
- Experience of a nurture setting is desirable but not essential.

## Support for the Teacher

- Being a member of the school's nurture facility.
- Work under supervision of qualified educational staff enabling access to learning with small groups of pupils or individual children. This will include children with special needs.
- Develop and contribute to standard and pre-approved learning plans for individuals and groups of children.
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# Teaching Assistant Level 3 SEND

## Support for the Curriculum

- Implement agreed learning activities/teaching programmes, making appropriate adjustments according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Prepare and maintain general and specialist equipment and resources in line with agreed plans and strategies.

## Support for Pupils

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote good behaviours in the learning environment by delivering agreed strategies and interventions.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

## Support for the School

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Assist with the development and implementation of IEPs.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
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- Provide feedback to pupils in relation to progress and achievement.

## General Conditions

This job description is subject to annual review. It may be amended only after full consultation with the Teaching Assistant Level 3 SEND concerned. It will be signed if agreement is reached. If following review and amendment, agreement is not reached the appropriate procedures should be used for settling disputes.

## Signatures

\_\_\_\_\_ Teaching Assistant Level 3 SEND

\_\_\_\_\_ Headteacher

# Teaching Assistant Level 3 SEND

## Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Qualifications and Training	NVQ Level 3 or equivalent in a related area	✓	
	Excellent Numeracy and Literacy Skills	✓	
	Experience in SEND role	✓	
	Ability and willingness to participate in training		✓
	First aid training		✓
Knowledge and Experience	Experience of working with relevant age groups within a learning environment, including knowledge of behavioural and learning difficulties	✓	
	Experience of completing Early years observations.		✓
	Understanding of classroom roles and responsibilities	✓	
	Knowledge of school policies and procedures	✓	
Skills and Abilities	Ability to understand policy, procedures and legislation relevant to the areas of work	✓	
	Ability to encourage pupils to participate in or complete tasks	✓	
	Ability to work as part of a team	✓	
	Ability to resolve problems and understand when referral is required	✓	
	Ability to relate well to children	✓	
	Able to use ICT equipment including, computer, audio, video equipment and photocopier	✓	
	Ability to communicate clearly and explain sometimes complex information with due regard to confidentiality	✓	
	Demonstrable ability to develop and plan activities under the direction of the class teacher		✓
	Experience of using online software to support EYFS observations, e.g. Evidence me, 2 Simple		✓

# Teaching Assistant Level 3 SEND

## Person Specification

CRITERIA	QUALITIES	ESSENTIAL	DESIRABLE
Personal Characteristics	Displays sensitivity to pupils' needs	✓	
	Ability to provide necessary personal care to children	✓	
	Ability to maintain confidentiality	✓	
Other	To be responsible for promoting and safeguarding the welfare of children and young people	✓	



[manormultiacademytrust.com](http://manormultiacademytrust.com)



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