



Learn. Grow. Achieve. Flourish  
'I instruct you in the way of wisdom and lead you along straight paths.' Proverbs 4:11  
St Mary's C.E. Primary School

## SEN Support Staff Candidate Pack

St Mary's Church of England Primary School



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St Mary's CE Primary School is committed to promoting equality. We are also committed to safeguarding and promoting the welfare and safety of all our pupils. We expect all staff and volunteers to share this commitment.

The successful candidate will be subject to a successful and enhanced DBS (CRB) clearance, and reference check.



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Contract: Full time and Fixed Term  
Start Date: Appointment of a Suitable Candidate  
Salary, dependent on qualifications and experience: L2- L4 pro rata (£25,468-£28,775)

We are a thriving 3 form entry primary school with a nursery, located near Slough town centre and close to Datchet, Eton and Windsor. If you are committed to providing high-quality care, learning, and support for children, working collaboratively with the St Mary's team to create a safe, nurturing, and stimulating environment that promotes children's wellbeing, learning, and development, then St Mary's is the place for you.

### What you'll do:

- Support children's learning, play, and development across the KS1 curriculum.
- Build strong relationships with children, families, and staff.
- Help maintain a safe, nurturing, and inclusive environment.
- Engage parents and carers, keeping them well informed and involved.
- Apply best practice in safeguarding, health and safety, and child wellbeing.
- Bring your own ideas and enthusiasm to our ambitious and caring school.

### We're looking for someone who:

- Has experience working with children, ideally in an early years or nursery setting.
- Is passionate about education and aligns with our school's values.
- Understands the importance of safeguarding and high-quality childcare.
- Communicates effectively with children, families, and colleagues.
- Is committed to ongoing professional development.
- Is prepared to attend to pupils' personal needs including First Aid matters.
- Is discreet and able to maintain confidentiality.
- Is prepared to support children with Special Educational Needs in small groups and /or in 1:1 situations
- Has good organisational and IT skills.

### Why join us?

- A supportive and friendly team environment.
- Opportunities for professional growth and training.
- A welcoming school with a clear vision and strong values.
- The chance to make a real difference in children's lives.
- Well behaved, happy and enthusiastic children.
- A caring ethos with support from colleagues and the leadership team.
- A positive, friendly and resource-rich learning environment.
- Excellent professional development and career opportunities.
- An inclusive school which thrives on equality and diversity.

To arrange a visit or for any other information or questions, please contact our HR Manager Mrs. L. A. Brown.

- Email: [HR@stmarys.slough.sch.uk](mailto:HR@stmarys.slough.sch.uk)
- Telephone: 01753 534791.
- An application form is available on the school website: [Home - St Mary's Church of England Primary School](#) About Us, Vacancies.

Please return your completed application form to Mrs L A Brown at HR email address. CVs will not be considered.

- **Closing date:** Appointment of a Suitable Candidate

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### Job Description

- Job Title: SEN Support Staff
- Reporting to: Headteacher
- Location: St Mary's C.E. Primary School, Yew Tree Road, Slough, SL1 2AR
- Hours of work: Monday to Friday, term time only.
- Salary, dependent on qualifications and experience: L2- L4 pro rata (£25, 468-£28,775)

### Main Purpose of the Post

- Provide learning and care support for pupils with special educational needs (SEN)
- Work with the teacher to plan and deliver activities
- Support pupils with routines, transitions and behaviour management
- To work with teachers to support the delivery of the curriculum and to help implement necessary strategies to support SEN children to learn, grow, achieve and flourish.
- To identify and champion opportunities to develop successful social interaction and encourage peer support.

### Key Accountabilities

#### Supporting pupils

- Build positive relationships with pupils, promoting high self-esteem and independence
- Adapt communication style to respond to pupils according to their individual needs
- Support pupils with their social, emotional and mental health needs, escalating concerns where appropriate
- Promote high standards of behaviour, responding to incidents in line with the school's behaviour policy and guidelines on physical intervention
- Assist with the development and delivery of individual education and support plans

#### Teaching and learning

- Contribute to the planning of differentiated learning activities for individual or small groups of pupils with special educational needs (SEN), delivering activities inside or outside the classroom
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Use IT skills to advance pupils' learning
- Through observations, provide regular feedback to teachers on pupil progress, attainment and barriers to learning
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Monitor, record and report on progress and attainment
- Supervise a class if the teacher is temporarily unavailable
- Contribute to the overall ethos, aims and work of the school
- Undertake any other relevant duties given by the class teacher or SEN co-ordinator (SENCO)

#### Working with staff, parents/carers and relevant professionals

- Share knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Communicate effectively with parents and carers under the direction of teachers
- Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

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**Professional development**

- Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

**Other areas of responsibility**

**Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- Implement good practice in health and safety, including regular equipment checks and maintaining clear walkways.
- Contribute to risk assessments and act promptly to manage potential hazards.
- Maintain accurate records of incidents and keep colleagues informed of issues as they arise.
- Attend relevant training (such as paediatric first aid or positive handling) and use this in daily practice.

Note: This job description is not necessarily a comprehensive definition of the post and the particular duties and responsibilities listed above may be subject to reasonable change from time to time following consultation between the senior leadership team and the post holder.

**SEN Support Staff Candidate Pack**

**Person Specification**

Key Criteria	Essential	Desirable
<b>Qualifications And Training</b>	<p>Strong academic record including maths and written English GCSE Grade 4 (previously Grade C or equivalent).            (Please include this information on your application).</p> <p>Numerate.</p> <p>Training or experience in appropriate areas, e.g.</p> <ul style="list-style-type: none"> <li>• Teaching early reading</li> <li>• SEN department</li> <li>• Working with children with special educational needs (SEN)</li> <li>• Planning and delivering learning tasks.</li> <li>• Primary national curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 or 3 teaching assistance or equivalent qualification or experience.</li> <li>• First aid training.</li> <li>• Fluency in another community language.</li> <li>• Familiar with using phonics schemes e.g. RWInc</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Experience of supporting children with SEN in a school/nursery setting.</li> <li>• Able to plan and deal with conflicting priorities in organising own work schedule.</li> <li>• Able to use school ICT systems to support learning and perform a range of administrative tasks.</li> <li>• Able to use other equipment, e.g. video recorder, photocopier and relevant specialist equipment.</li> <li>• Able to undertake a range of administrative procedures to support the teacher.</li> <li>• Able to relate to and communicate well with children and adults, motivate pupils to learn, clarify and explain</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching and supporting children with SEN.</li> <li>• Good working knowledge of child development and learning processes, relevant policies/codes of practice, national curriculum, relevant learning programmes/strategies and awareness of relevant legislation.</li> <li>• Able to prepare/display relevant</li> </ul>

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Key Criteria	Essential	Desirable
	instructions to pupils and respond sensitively and flexibly to competing demands. <ul style="list-style-type: none"> <li>• Able to deliver educational work programmes, evaluate and implement strategies to enhance learning.</li> </ul>	resources/materials for teaching and learning activities. <ul style="list-style-type: none"> <li>• Able to assist with the organisation of the learning environment.</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding and promoting the welfare of children.</li> <li>• Supportive of the Christian ethos of the school.</li> <li>• Able to work with pupils within the school's agreed behaviour management policy.</li> <li>• Confidentiality and sensitivity.</li> <li>• Enthusiastic and enjoy working with children.</li> <li>• Hardworking, flexible and motivated.</li> <li>• Team player and excellent interpersonal skills.</li> <li>• Committed to equality of opportunity.</li> <li>• Able to demonstrate relevant practical skills for resource preparation.</li> <li>• Confident to take the initiative.</li> </ul>	<ul style="list-style-type: none"> <li>• Able and competent to supervise whole classes.</li> <li>• Ability and experience of communicating with parents within school or nursery context.</li> <li>• Skills and interests that could help enrich children's learning e.g. Modern foreign language, cooking, gardening, playing a musical instrument, leading choir, leading a club etc.</li> </ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Comfortable with managing the personal care of children, including changing of soiled or wet clothing.</li> <li>• Driving licence - able to drive a minibus.</li> </ul>