



Waulud Primary School
Applicant Pack

SEND Teaching Assistant





WAULUD
PRIMARY SCHOOL

Waulud Primary School
Waulud's Bank Drive
Marsh Farm, Luton
Bedfordshire LU3 3LZ

Tel: 01582 593469
Fax: 01582 565151
Email: admin@wauludprimary.co.uk
Website: www.wauludprimary.co.uk
Headteacher: Mrs A Devereux

Advertisement

Job Vacancy

SEND Teaching Assistant – Starting September 2026

| | |
|------------------|--|
| Salary: | L3 (£25,989 - £26,824 FTE) Actual gross per annum £19,299 to £19,919 |
| Job type: | Fixed Term/Permanent |
| Weeks per year: | 38 weeks plus 5 additional training days |
| Working Pattern: | 08:30am – 15:30pm (Monday to Friday) |
| Hours of work: | 31.75 hours per week. |

This post will also include supervising pupils during the midday break, therefore a degree of flexibility in the pattern of the working day will be needed to cover.

The SEND Teaching Assistant will be employed and work under the day to day instruction and guidance of the SEND Class Teacher and Inclusion Manager to enable and support the learning/access of a bespoke curriculum for pupils with complex needs in the Learning Bases.

About Us

Waulud Primary School is a very friendly, welcoming and hardworking school where the enthusiastic and positive attitude of all staff make it a great place to work.

An exciting opportunity has arisen for a SEND Teaching Assistant to join our friendly, supportive and dedicated team. Waulud Primary School is a "GOOD" school and has high aspirations for all pupils and staff and provides a "nurturing and caring environment".

We are looking for an energetic, enthusiastic and inspirational SEND Teaching Assistant to join our warm, friendly and inclusion-focused school.

About you

We are looking for a dedicated professional with a passion for ensuring inclusive provision for all children and resilient enough to keep going, even when it's challenging.

We wish to appoint someone who:

- Wishes to make a real difference to children's outcomes, academically, socially and emotionally
- Ideally have previous experience working within a similar school environment and with children with complex needs



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- Ideally have experience working with children in Early Years
- Able to support the SEND Class Teacher in creating a nurturing, inclusive environment where pupils feel safe, valued and supported
- Has excellent communication skills and able to converse with both children and parents (fluent in English)
- Is highly flexible and adaptable to children's needs
- Is knowledge of Safeguarding in a school environment
- Has basic numeracy and literacy to support learning needs of pupils
- Is able to work as part of a team and with a variety of professionals
- Is able to contribute to the support of children in all personal areas of development
- Is willing and able to undertake training and development as and when required e.g. paediatric first aid

Main duties and responsibilities:

- Support the SEND Class Teacher in the supervision, support and progression for pupils with complex needs ensuring their safety, access to learning activities and integration into mainstream classrooms
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with the pupils in the learning bases and interact with them according to their individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the SEND Class Teacher
- Work alongside external professionals and implement advice e.g. SALT, Educational Psychologist, CAMHS etc
- Provide intimate care where required

We will offer you

- A vibrant, happy school
- A strong & supportive Leadership Team and enthusiastic, knowledgeable and dedicated staff
- Excellent professional development
- A welcoming environment
- Well behaved pupils with a desire to learn
- Extensive free and confidential Staff Wellbeing Package

We reserve the right to close this vacancy early if a suitable candidate is found

If you are interested, please apply at: www.mynewterm.com or you can collect an application form, job description and personal specification from the school office.



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Applicants for this public facing post will need to demonstrate the ability to converse, and provide effective help or advice, fluently in spoken English.

CVs will not be accepted for any posts based in school. The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).

Please call 01582 593469 or email hr@wauludprimary.co.uk to make an appointment to visit the school.

Closing date: Midnight Monday 1st June 2026



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Letter from the Headteacher

Thank you for your interest in the role of the SEND Teaching Assistant at Waulud Primary School.

Waulud Primary School is a very friendly, welcoming and hardworking school, where the enthusiastic and positive attitude of all staff make it a great place to work.

It is a two-form entry school with a culture of High Aspirations for all pupils and staff. Our Ofsted inspection in March 2023 graded the school as "good".

The Inspectors noted that

'Pupils respond well to the high expectations that staff have of them.'

'Leaders have set high expectations of pupils' behaviour. All pupils and teachers understand these. Teachers use the school systems consistently and fairly. Pupils behave well in lessons and around school. They are respectful and talk kindly to each other'

'Staff feel well supported. Leaders are approachable and listen to concerns. Staff value the consideration leaders, including governors, give to how initiatives impact on their workload'

Following a recent visit, the IQM (Inclusion Quality Mark) assessor noted:

'You should feel proud of the safe haven you have created at your school and the wonderful dedication and commitment from all staff towards the common goals you are working towards.'

'The obvious desire of the whole team to offer the children and families a welcoming, supportive, inclusive environment and aspirational opportunities is impressive.'

The successful candidate will join our staff team at an exciting time in the school's development, as we continue with our ambition and determination to improve outcomes for all our pupils.

The school has over 400 pupils and a good reputation for supporting them to develop positive learning behaviours. With strong ties to the local community our dedicated staff team make a difference to every child and have high aspirations for all. Challenging them to aim high and take a real pride in who they are and what they desire to achieve.

To apply for the post

When completing your application, please complete the form providing full details of your education and employment history, including any unpaid or voluntary work.



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Please note: You must provide 2 referees one of which must be current/most recent employer and preferably from where you were engaged in a role that involved working with children. If you have not been in paid employment, please give details of two heads of any education or training establishments or managers of any voluntary group that you have worked for. References from a friend or relative will not be accepted

As part of the school's due diligence and in line with the guidance set out in the policy 'Keeping Children Safe in Education – September 2024', an online search will be completed for all shortlisted candidates. This will be in addition to all of the other statutory recruitment and safeguarding checks.

The closing date for applications is midnight Monday 1st June 2026, late applications will not be considered.

We reserve the right to close this vacancy early if a suitable candidate is found.

You will be notified as soon as possible if you have been shortlisted for the post.

Please note that you will be required to produce original documents proving your eligibility to work in the UK and identity (document containing a photograph e.g. driving licence or passport) Issues relating to Safeguarding and promoting welfare of children will be explored at interview.

At the point of shortlisting, we reserve the right to contact current or previous employers as part of the verification process and pre-employment checks, unless you have indicated otherwise. As part of this process you may also be asked to explain any gaps in your work history as is declared on your application form and/or from any references received.

Visits to the school are strongly encouraged and a mutually beneficial time can be arranged by contacting the school office. Please contact us at HR@wauludprimary.co.uk or on 01582 593469 and ask for Soraya Blackman.

Once again, thank you for your interest and we wish you every success in your application

Yours Sincerely
Anne Devereux



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JOB DESCRIPTION

TITLE: SEND Teaching Assistant (1)
SCHOOL: Waulud Primary School
RESPONSIBLE TO: Headteacher/Senior Leadership Team/Inclusion Manager
GRADE: L3

PURPOSE OF POST: The SEND Teaching Assistant will work under instruction and guidance of the SEND Class Teacher and Inclusion Manager to enable access to learning and support a bespoke curriculum for pupils with complex needs in the Learning Bases.

ORGANISATION CHART: Headteacher/SEND Class Teacher/Inclusion Manager

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SEND Teaching Assistant

PRINCIPAL RESPONSIBILITIES:

1. Provide support in the classroom to individuals/groups of pupils as directed by the class teacher/line manager. Follow Individual Support Plans, EHCP's and care plans. Ensuring their safety and access to learning activities
2. Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
3. Follow and implement the school's behaviour and any related policies and procedures.
4. Provide support for learning in the classroom as directed by the class teacher/line manager and help to maintain the order and cleanliness of the classroom environment e.g. putting up displays.
5. Assist in the supervision of children during the working day, on/off site including for example school visits, swimming.
6. Assist in classroom preparation and maintain and use equipment/resources required to meet the lesson plan/relevant learning activity and assist pupils in their use.
7. Under the direction of the SEND Teacher/Inclusion Manager/Headteacher develop and maintain supportive relationships with parents, carers and others of the pupil's community. Contribute to the care, health and welfare of pupils in accordance with the relevant school policies
8. Encourage pupils to interact with others and engage in activities led by the SEND Teacher
9. Keep records and provide feedback to teaching and other staff on pupils' behaviour and progress.



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10. To promote the inclusion of all pupils
11. Maintain and respect confidentiality
12. Supervise pupils during break times including the midday break. This includes pupils who have a school meal as well as pupils who bring their own food.
13. Contribute to the Health and Safety of all pupils, which will include first aid and intimate care.

DIMENSIONS:

Supervisory Management: None
Financial Resources: None
Physical Resources: Classroom Materials, equipment and resources
Other:

CONTEXT:

All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. They are required to support and follow all relevant school policies including those for behaviour and child protection. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment. They should be involved in promoting the acceptance and integration of pupils with special educational needs. They might also be involved assisting pupils for whom English is an additional language

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided where necessary

Safeguarding: To be aware of and comply with all policies and procedures relating to Safeguarding, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person

Disclosure of Convictions

It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates invited to interview will be required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).



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The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are shortlisted.

You may be asked for further information about your criminal history during the recruitment process.

For posts working with children, young people or vulnerable adults, a criminal record check is requested. This check will be cross referenced against the Adults and Children's Barred Lists. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. All jobs requiring these checks will be identified on the job description.

Offers of employment will be subject to the receipt of satisfactory checks which will include a check with the Disclosure & Barring Service (DBS). Note, it is an offence to apply, offer or accept any work with children (paid or unpaid) if disqualified from working with children.

The information provided will be confidential and not passed onto unauthorised persons or organisations. However, we are under a duty to protect public funds, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Disclosure & Barring Service (DBS)

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also, any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However, in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools'



Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

| Attributes | Essential | How Measured | Desirable | How Measured |
|-------------------------|---|--------------|---|--------------|
| Experience | Experience working with children with SEND | 1,2 | Experience working with children with complex needs | 1,2 |
| | | | Experience working with children in Early Years and KS1 | 1,2 |
| Skills/Abilities | Demonstrable ability to communicate effectively with children and adults. | 1,2 | | |
| | Basic numeracy to support the learning needs of pupils at the relevant Key Stage. | 1,2,5 | | |
| | Basic literacy to support the learning needs of pupils at the relevant Key Stage. | 1,2,5 | | |
| | Able to work as a member of a team and work alongside external agencies and professionals and implement advice | 1,2 | | |
| | Able to contribute to the support of children with complex needs in all areas of personal development. | 1,2 | | |
| | Able to converse with ease and develop constructive relationships with parents/Carers, Professionals and External Agencies and provide effective help or advice in accurate and fluent spoken English | 1,2,5 | | |
| | Undertake programmes linked local and national learning strategies – literacy, numeracy, early years recording achievement | 1,2 | | |
| Equality Issues | An appreciation of some of the common forms of discrimination. | 1,2 | A belief that all children can achieve. | 1,2,3,5 |
| | Promote the inclusion and acceptance of all pupils | 1,2,3,5 | | |



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|-------------------------------|--|-----|--|-----|
| Specialist Knowledge | | | An appreciation of the ways in which children learn. | 1,2 |
| Education and Training | Willing and able to undertake training and development activities as required. | 1,2 | | |
| Other Requirements | First Aid certificate, or able to train and pass. | 1,2 | | |

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Duty Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;

Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline

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About Waulud Primary School

History of Waulud Primary School

Waulud Primary School has been providing Education to children for over 25 years. We are in the heart of the community, a welcoming oasis where our pupils are at the heart of everything

Annual Intake

We can cater for an annual intake of up to 60 children in Reception

Outside Space

We are very fortunate to have pleasant grounds with large versatile and open spaces

School Vision

We all work together to provide safe, inclusive learning environment where all are valued, respected and achieve their very best. Any challenges are met with determination and welcomed as opportunities to flourish and grow

