



# Candidate Pack

## Teaching Assistant

**We have high aspirations and big dreams  
for every child in our care.**



# Welcome from the Headteacher



Thank you for your interest in joining Southfield School.

If you are looking for a rewarding role where you can make a real difference to the lives of young people, I hope this candidate pack gives you an insight into our school and the opportunities we can offer.

Southfield School is a specialist school for over 110 pupils with Autism Spectrum Disorder and associated needs. Every one of our pupils is unique, bringing their own strengths, personalities and challenges. The same can be said of our staff team. We value the different skills, experiences and perspectives that each person brings to our school community.

At Southfield, our vision is simple: to ensure that every child thrives during their time with us and leaves prepared socially, emotionally and academically for the next stage of their journey. Achieving this takes commitment, teamwork and strong relationships. We work closely with parents, carers and a range of professionals to provide the best possible outcomes for our pupils, and this collaborative approach is at the heart of everything we do.

Our staff play a vital role in helping our pupils develop confidence, independence and a love of learning. No matter what your role within the school, you will have the opportunity to make a positive and lasting impact on the lives of our pupils and their families.

We are looking for resilient, caring and committed individuals who share our values, work well as part of a team and are passionate about supporting young people to achieve their potential. Working in a specialist setting is not always easy, but it is incredibly rewarding. If you are seeking a role that will challenge, inspire and make a genuine difference, Southfield School could be the place for you.

Thank you for taking the time to learn more about our school. I look forward to receiving your

A handwritten signature in black ink, appearing to read 'Angela O'Rourke'.

Angela O'Rourke  
Headteacher

# About the School

Southfield is a primary school for over 110 pupils Southfield School is a specialist primary school for over 110 pupils with Learning Difficulties, including Autism, Speech, Language and Communication Needs, Global Developmental Delay and associated conditions.

Admissions are via the Local Authority, and the present criteria is that children are accessing learning approximately 50% below their chronological age. We follow the EYFS and Key Stage 1 National Curriculum and adapt these to meet the individual interests and needs of our pupils. We do this through a 3 Phase curriculum that is presently being developed. Priority is given to communication, self-regulation, independence and functional Literacy and Maths. We use a wide range of approaches and strategies to support learning, including multi-sensory communication, social stories, TEACCH and Hertfordshire Steps. We also work with a range of professionals, from advisers in the Local Authority to Therapists and social care colleagues. Access to sporting and creative arts organisations provides a range of enhanced learning opportunities, both in school and the local area.

Southfield is going through a period of rapid and exciting change that you could be part of. It is a journey of challenge, in the pursuit of excellence, but one that provides huge rewards both personally, in your professional development and when you see the difference you make to the lives of our young people and their families.

## Southfield School at a Glance

- Specialist primary school
- Over 110 pupils
- Autism and associated needs
- Located in Hatfield, Hertfordshire
- Highly skilled multidisciplinary team



# What We Can Offer You

Working at Southfield School is more than just a job – it is an opportunity to make a lasting difference to the lives of children and families.

We recognise that our employees are the key to helping us achieve our ambitions and deserve to be valued and supported.

Our rewards and benefits include:

- 24 -hour employee assistance programme (EAP) for advice, information and support
- Local Authority Cycle to Work Scheme.
- High quality training offered through face to face, virtual and through various providers free of charge.
- Free car parking on site.
- Contribution towards staff uniform.
- Free refreshments and staffroom area.
- Tax relief may be available on staff uniform.
- Staff recognition scheme.
- Termly staff raffles.
- Highly supportive team environment.
- Support with career progression.
- Local Authority pension scheme.



# About the Role

We are seeking to appoint a highly motivated Teaching Assistant who is passionate about supporting children and young people with additional needs to achieve their full potential.

The successful candidate will work closely with teachers and other professionals to support pupils' learning, communication, independence and wellbeing. We are particularly interested in candidates who are caring, resilient and enthusiastic, with a commitment to inclusive practice and high expectations for all pupils.

This is a rewarding opportunity to make a meaningful difference to the lives of children and young people whilst developing your skills within a highly supportive specialist school environment.

Salary: £18,501 actual salary per annum (£25,583 FTE)  
Contract Type: Permanent role  
Start Date: September 2026  
Closing Date:

Please note: If we receive a high volume of applications, we may close this advert early. Southfield School reserves the right to interview and appoint suitable candidates upon receipt of applications and before the closing date. We therefore encourage you to submit your application as soon as possible.

# Job Description

We are seeking to appoint a highly motivated Teaching Assistant, preferably with experience of working with pupils with Special Educational Needs (although this is not essential), who would welcome the opportunity to make a positive impact on teaching and learning at Southfield School.

The successful candidate will work with small classes of pupils who are not yet working at age-related expectations. All pupils have an Education, Health and Care Plan (EHCP), which often includes a diagnosis of Autism and associated Speech, Language and Communication Needs (SLCN). Some pupils may display behaviours that challenge.

Southfield School is ambitious and committed to the professional development of all staff. We offer excellent opportunities for high-quality Continuing Professional Development (CPD) and are committed to supporting you throughout your career. This is a rewarding opportunity to make a meaningful difference to the lives of children and young people with additional needs.

## Key Responsibilities

### Support for Pupils

- Work with pupils individually and in small groups to support learning and development.
- Support pupils in accordance with their individual needs, behaviour support plans and risk assessments.
- Promote pupils' independence, communication, social interaction and emotional wellbeing.
- Maintain personal equipment and resources and report any concerns to the Class Teacher.
- Record pupil progress and achievements in line with agreed school procedures.

### Support for Teaching and Learning

- Assist the Class Teacher in delivering high-quality teaching and learning experiences.
- Prepare and organise learning materials, resources and equipment.
- Support the use of ICT and specialist communication systems, including Makaton and PECS.
- Contribute to curriculum activities, educational visits and whole-school events.
- Supervise pupils during learning activities, breaktimes and lunchtimes as required.

### Support for the School

- Contribute to maintaining a safe, positive and inclusive learning environment.
- Work collaboratively with colleagues and other professionals to support positive outcomes for pupils.
- Support the implementation of school policies, procedures and initiatives.
- Undertake administrative and practical tasks that contribute to the effective running of the classroom and school.

## Job Description Disclaimer

This job description is not intended to be a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the overall framework and purpose of the role.

The duties and responsibilities outlined in this job description may be amended from time to time to meet the changing needs of the school. Any such changes will be made following consultation and will be compatible with the nature and level of the post.

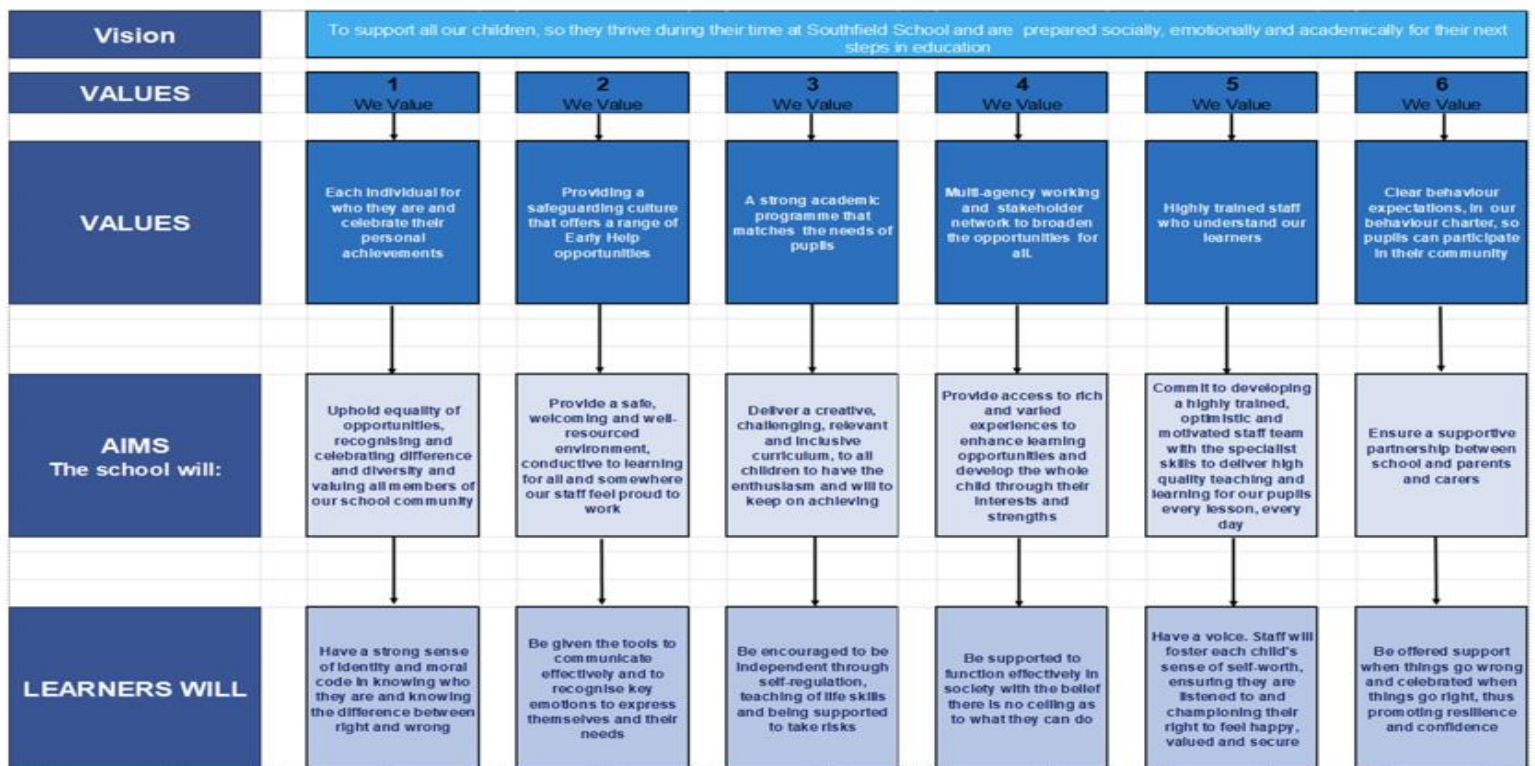
This job description does not form part of the contract of employment. It is intended to provide a general outline of the duties, responsibilities and expectations associated with the role.

# Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Good standard of literacy and numeracy.	GCSE Grade C/4 or above (or equivalent) in English and Mathematics.  Relevant qualification in childcare, education, SEND or a related field.
<b>Experience</b>	Experience of working as part of a team.	Experience of working with children and young people.  Experience of working with pupils with Special Educational Needs and Disabilities (SEND).  Experience of working within a school or educational setting.
<b>Knowledge and Understanding</b>	Understanding of the importance of safeguarding and promoting the welfare of children and young people.  Knowledge of basic health, safety and hygiene procedures.  Understanding of the importance of inclusive practice.	Understanding of Autism and associated Speech, Language and Communication Needs (SLCN).  Knowledge of behaviour support strategies.  Understanding of EHCPs and SEND provision.
<b>Communication Skills</b>	Ability to communicate effectively with children and adults.  Ability to build positive relationships with pupils, colleagues and families.	Experience of using alternative and augmentative communication approaches, including Makaton, PECS or visual communication systems
<b>Teaching and Learning Support</b>	Ability to support pupils individually and in small groups.  Ability to follow guidance and implement learning and behaviour support strategies.  Ability to record information accurately.	Experience of supporting teaching and learning activities.  Experience of preparing learning resources and supporting curriculum activities.
<b>ICT Skills</b>	Basic ICT skills and willingness to use technology to support learning.	Experience of using ICT and specialist communication systems to support pupils with SEND.
<b>Team Working and Professional Practice</b>	Ability to work collaboratively with colleagues and other professionals.  Ability to take direction whilst also using initiative appropriately. Commitment to maintaining confidentiality and professional standards.	Experience of working with multi-disciplinary teams, including therapists and external professionals.
<b>Personal Qualities</b>	Patient, caring and resilient.	Experience of supporting pupils who display behaviours that challenge.

Criteria	Essential	Desirable
	<p>Flexible and adaptable.</p> <p>Reliable and punctual.</p> <p>Positive attitude and good sense of humour.</p> <p>Ability to remain calm in challenging situations.</p> <p>Commitment to promoting pupils' independence, wellbeing and achievement.</p>	
<b>Professional Development</b>	<p>Commitment to ongoing learning and professional development.</p> <p>Willingness to undertake training relevant to the role.</p>	<p>Training in SEND, Autism, safeguarding, behaviour support, communication strategies or first aid.</p>
<b>Values and Commitment</b>	<p>Commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Belief that every child deserves the highest quality education, care and support.</p> <p>Commitment to equality, diversity and inclusion.</p>	<p>Understanding of specialist SEND provision and person-centred approaches to supporting pupils.</p>

# Vision and Values



# Post Application Information

## **Equal Opportunities Monitoring Form**

At Southfield School, we want our workforce to reflect the diversity of the community we serve. It is our policy to ensure that job applicants and employees are treated justly, and are recruited, selected, trained, and promoted on the basis of the job requirements, skills and abilities. We will ensure that people are not disadvantaged by conditions or requirements, which cannot be shown to be justified as being necessary for the effective performance of the job. You are under no obligation to complete this form, however if you do you are agreeing, under the Data Protection Act 2018 that Southfield School may hold and use personal information about you for monitoring purposes.

## **Safeguarding**

Southfield School has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults to ensure that they are protected from harm. All conditional offers of employment are subject to the following pre-employment clearances:

## **Satisfactory Medical Clearance**

All successful candidates complete a medical questionnaire and may be required to pass a medical examination by the Southfield School.

## **Satisfactory References**

It is the school's practice to obtain references covering your two most recent employment positions. Referees must not be a member of your family, or spouse/partner and the reference must be provided on letter headed paper or come from a work email address. If you are a recent school or further education leaver, one of your references must be from your school or college. Occasionally more than two references may be required, if this is the case, we will inform you before we contact former employers.

In line with our safer recruitment policy, we will take up references ahead of interview. Once we have received your references, we will call your referees to verify that the reference is from them as part of the keeping children safe in education requirement. No employment will be offered until two satisfactory references are received.

## **Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 makes it unlawful for prospective employers to consider offences in relation to which the person concerned is deemed to be rehabilitated. This means that after a certain period (dependent on the seriousness of the offence and length and severity of the punishment), the person concerned is to be assessed as if the conviction has been 'spent' (i.e. treated as if it had never occurred). Rehabilitation periods vary according to the type and length of conviction originally incurred. All posts within the school are covered by the Rehabilitation of Offenders Act (Exemptions) Order 1975 and DBS clearance is required and therefore detail must be given about all convictions, whether spent or not.

## **Disclosure and Barring Service (DBS) (Previously CRB) Clearance**

As all posts require a DBS check, the successful candidate will be required to complete the appropriate DBS documentation. The successful candidate will be unable to take up the appointment until the clearance is received from the DBS. The timescale for these checks is outside the Southfield School's control.

## **Prohibition from Teaching**

All teaching appointments are subject to a check with the Department for Education to ensure that you are not subject to a prohibition order or an interim prohibition order.

## **Evidence of Qualifications**

We will need evidence of the qualifications (original certificates) you specify in your application form. Originals must be brought to the interview for candidates who have been shortlisted. Copies will not be accepted.

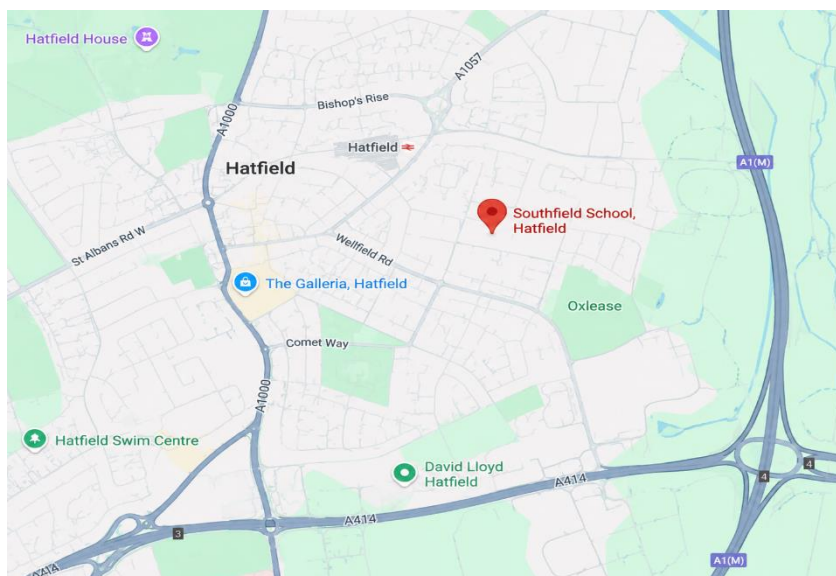
## **Eligibility to work in the UK**

To comply with the Asylum and Immigration Act 1996 (As AMENDED) (Immigration, Asylum and Nationality Act 2006), all employers in the United Kingdom are required to make basic documentation checks on every person they intend to employ. We ask all shortlisted applicants to provide proof that they can be legally employed. We must see satisfactory proof in the form of original documentation before we can confirm any offer of employment. If we do not see satisfactory proof, an offer of employment can be withdrawn.


The complete list of documents that may be accepted as proof of your identity, along with information on the number and types required can be found below. There are three routes as outlined, however where possible, we encourage shortlisted applicants to produce documents which adhere to Route 1 of the ID Checking process to avoid delays in the ID checking process.

# Contact Page

Southfield School is located in Hatfield, Hertfordshire, close to Hatfield town centre, Hatfield railway station, The Galleria shopping centre and major road links including the A1(M) and A414.



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 <http://www.southfield.herts.sch.uk>



Scan to visit our website and learn more about Southfield School.