

SOUTHFIELD SCHOOL



Recruitment Pack
Teaching Assistant

Teaching Assistant - Recruitment Advertisement

Job Title:	Teaching Assistant	Grade:	Grade H3_5
Full-time Salary:	Max £25,583	Location:	Hatfield
Salary will be pro-rata		Start Date:	As soon as possible
Closing Date:	29 October 2025	Work Pattern:	Term Time only
Interviews:	TBC		32 hours per week for 38 weeks

Southfield is a primary school for over 100 pupils with Learning Difficulties, which include Autism, Speech Language and Communication Needs, Global Developmental Delay and other 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, functional literacy, and math's. 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 other professionals, from advisers in the Local Authority to Therapists and social care colleagues. Access to sporting and creative arts organisations, provide 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.

Recruitment will be made in line with our Safer Recruitment Policy and online searches may be conducted.

Teaching Assistant – The Role

We are seeking to appoint a highly motivated Teaching Assistant, preferably with SEN experience, who would love the opportunity to make an impact on the teaching and learning at Southfield school.

The successful candidate will work in small classes of children who are not yet working at age-related expectations. All pupils have an EHCP, which often states a diagnosis of Autism and associated Speech, Language and Communication needs. Children may demonstrate challenging behaviors.

Southfield school is ambitious and committed to the personal development of all staff. There are excellent opportunities for high-quality CPD and we are keen to support you in your development.

In return, you will benefit from working with a dedicated team of staff focused on delivering outstanding learning. You will be actively encouraged to give your input, as we make significant improvements within the school.

Visits to the school for potential candidates are warmly welcomed. Please contact the school Office to book an appointment.

About You

You will be committed to raising standards and be in pursuit of excellence in all that you do.

You will be passionate about enabling every child to fulfil their potential and committed to supporting our teachers. Candidates who are innovative, really understand the children, help to engage them in learning, have excellent behavior management strategies and who are willing to take part in the overall life of the school are strongly encouraged to apply.

Teaching Assistant – Job Specification

Level Description

The Teaching Assistant will work under the direction of a teacher in whole class, group, or individual situations. They will have some basic knowledge of specialist communication skills e.g., Makaton and PECS. There will be a need to interpret information or situations and to solve them according to school policy and to refer more complex problems to the class teacher. All tasks will be carried out within recognised procedures or guidelines and the teacher will be available for support or guidance.

Job Description

Support for pupils:

- Work with pupils on specific tasks in small groups or individual situations as required by the teacher.
- Ensure that all personal equipment for pupils is up to date and inform the teacher of any requirements.
- Support pupils according to the school policy, pupils' needs, and their risk assessments.
- Follow approved strategies outlined in Behavior Support Plans and report any significant changes in behavior to the teacher.
- Complete accurate records on pupils' progress and achievement in accordance with agreed procedures

Support for the teacher:

- Assist the teacher to ensure that the aims and objectives of the school are achieved.
- Prepare materials, set out equipment, keep equipment sorted and tidy. Report any broken items.
- Supervise individual and small groups of pupils.
- Supervise pupils on playground/ lunch break as part of a team.
- Undertake any photocopying or other administrative tasks that may be required.
- Put up wall displays etc. as directed by the class teacher.
- Produce teaching aids and materials as required by the class teacher.

Support for the curriculum:

- Use computer programs and other ICT equipment to support student's learning as appropriate.
- Use basic Makaton signs and PECS.
- Undertake tasks to support the curriculum and assist with events connected to the curriculum e.g., Sports Day, Multicultural events, Swimming etc.
- Support the implementation of Government and school initiatives under the direction of the class teachers.

Support for School:

- Assist in general cleaning duties to maintain a safe and caring learning environment.

Where these duties and responsibilities are carried out effectively the Headteacher and Governors feel that the following outcomes will be apparent:

Within the school there will be a positive ethos that reflects its commitment to continuing achievement.

Effective teaching and learning will take place with pupils making at least good progress.

The postholder will feel valued and will have a clear knowledge and understanding of what they need to do to contribute to pupils' learning.

The post holder will appreciate how their role relates to, and is different from, that of teaching staff.

Effective and efficient use will be made of resources and the skills and talents of the post holder.

Policies will be consistently applied to secure effective pupil management and the achievement of pupil targets.

The class teacher will have confidence in the post holder who has demonstrated the ability to work in an effective partnership focusing on the individual needs of pupils in the class.

The duties and responsibilities of any post may change from time to time. Postholders may be expected to carry out other work not explicitly mentioned above, appropriate to the level of responsibility vested in the post.

Letter from the Headteacher

Are you bored with life? Looking for a new challenge? Have a desire to work in an environment where you can make a 'real' difference to the lives of young people? If so, Southfield School is the right environment for you.

We are a family with approximately 80 pupils. No two students are alike, and no two members of staff are alike. Our pupils all have challenging ASD and associated conditions.

Our school vision is to support all children, so they thrive during their time at Southfield School and are prepared socially, emotionally, and academically for their next steps in education. Collaboration with parents and carers and the entire multi-disciplinary team who support our students is vital and key to our success.

Everyone plays a part in the future of our students with staff skills being utilised in order that we have a huge range of skill set and expertise. Everyone makes a difference to the lives of our students and families.

We are looking for like-minded, resilient staff who are passionate and who can work in a team.

If you have yet to find what it is that you were meant to do with your life – Southfield School may be what you have been searching for.

Come and join us and make a difference to the lives of children every day



Angela O'Rourke

Headteacher

