



Inspire, Transform, Together



RECRUITMENT PACK

**SEN Teaching Assistant
St James' CE First School and Nursery**





Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.alderholt.dorset.sch.uk>

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.wordpress.com>

General Information

Equal Opportunities

The Heath Academy Trust and St James' CE First School and Nursery are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and St James' CE First School and Nursery are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 653063** to arrange your visit or to discuss the post further.



St James' CE First School and Nursery

"Make Great Choices. Be Our Best."

St James' CE First School and Nursery aims to serve our community by providing an education of the highest quality within the context of Christian belief and practice. We encourage an understanding of the meaning and significance of faith and promote Christian values through the experience our school offers to all its pupils.

At the heart of our school, we believe that everyone should be enabled to be the very best that they can be. We are committed to being a thriving village school and nursery; providing a solid foundation from which to build on, where all in our community are valued, respected and cared for. Through the creation of positive, life-long habits we send life-long learners into the wider world with the skills, confidence and drive that they need to flourish.

We aim to ensure that our children are able to flourish and develop both as individuals and as responsible community citizens. We pride ourselves on offering a happy, safe and unique school experience for every child.

We offer high-quality care and education starting in our Nursery from age 2 through to age 9. Our school benefits from large open plan classrooms, plenty of outdoor learning space, including our forest school which we use to enhance, support and facilitate our children's learning. We follow a creative, child-led curriculum and whilst our children excel at Maths and English, we are careful to balance this with an interactive, innovative and fun approach to all subjects covered.

The staff and children promote these values through our school vision:

Make Great Choices. Be Our Best.

Respect, Peace, Friendship, Hope, Kindness, Trust



Job Advert



Job Title:	SEN Teaching Assistant - two posts
School Name:	St James CE First School and Nursery
Location:	Park Lane, Alderholt, Dorset, SP6 3AJ
Hours:	Post 1: 30 hours per week - term time only 9.00am to 3.30pm – Monday to Friday inclusive (with 30 minute lunch break) Post 2: 12 hours per week - term time only 9.00am to 12.00pm – Monday to Thursday
Salary Range:	Dorset Grade 5, SP5 to SP6 (£26,427 to £26,847 pro rata) Fixed Term until 31-Aug-27 (with the possibility to extend)
Pension:	Local Government Pension Scheme
Contact:	Jo Hudson - Head Teacher E: office@alderholt.dorset.sch.uk T: 01425 653063
Closing Date:	Wednesday 30 September 2026 (midnight)
Interview Date:	Week commencing Monday 5 October 2026
Start Date:	With immediate effect

The Heath Academy Trust and St James' CE First and Nursery School are excited to be looking to appoint two energetic, enthusiastic SEN Teaching Assistants:

Post 1:

Will be working to support a pupil in Early Years. Under the direction of the Early Years lead and SENDCo you will be providing one to one support for a pupil with additional needs, working both in the classroom environment and within an individualised workspace. This post will involve intimate care and would be suitable for somebody who has experience working with children on the autistic spectrum.

Your role will be required for 30 hours per week, term-time only, Monday to Friday. Hours will be set at 9.00am to 3.30pm. This is a fixed term contract, **starting with immediate effect** until 31 August 2027; possibly with the option to extend.

The successful applicant for this role will ideally have a level 3 childcare qualification and will have experience of working with younger children and those who need additional academic, emotional and communication support. Training support will be provided for the right candidate to build knowledge of ASD and communication techniques.

Post 2:

Will be working to support the provision in Key Stage 2. Under the direction of the Class Teacher and SENDCo you will be providing support for two pupils who need support accessing their classroom learning. You will be working both in the classroom environment and at times within an individualised workspace.

Your role will be required for 12 hours per week, term-time only, to cover sessions Monday to Thursday. Hours will be set at 9.00am to 12.00pm. This is a fixed term contract, **starting with immediate effect** until 31 August 2027; possibly with the option to extend.

The successful applicant for this role will ideally have a level 3 childcare qualification and will have experience of working with children and those who need additional academic and emotional support. Training support will be provided for the right candidate to build knowledge of processing and adaptation of learning techniques.

For both posts, we will consider all applicants with appropriate skills, passion and commitment for this important role. The successful applicants should want to play a full part in the life of the school as part of a friendly and dedicated team, who are committed to high standards.

At **St James' CE First School and Nursery** we aim to ensure that our children are able to flourish and develop both as individuals and as responsible community citizens. We pride ourselves on offering a happy, safe and unique school experience for every child.

St James' CE First and Nursery School can offer you:

- The chance to work in a small, friendly first school and nursery, set in a beautiful location
- The opportunity to progress your career in teaching and learning
- The opportunity to work with a committed and experienced team, being supportive to the aims and ethos of our Church of England School and the wider Multi Academy Trust

Further details about this role can be found on the job description and person specification included in this recruitment pack and more information about the school can be found on our website: www.alderholt.dorset.sch.uk. Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01425 653063** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought for all candidates who accept the invitation to interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Job Description



Job Title:	SEN Teaching Assistant
Location:	St James' CE First School and Nursery
Reporting To:	Head Teacher
Hours:	Post 1: 30 hours per week – term time only 9.00am to 3.30pm – Monday to Friday inclusive (with 30 minute lunch break) Post 2: 12 hours per week – term time only 9.00am to 12.00pm – Monday to Thursday
Contract Type:	Fixed Term to 31 August 2027 (possibility to extend)
Salary Range:	Dorset Grade 5, SP5 to SP6 (£26,427 to £26,847 pro rata)

Main Purpose of Job:

The SEN Teaching Assistants will support the SEN provision in either Early Years or Key Stage 2 (depending on the post). Under the direction of the class teacher and SENDCo you will be providing one to one and/or small group support for a pupil(s) with additional needs, working both in the classroom environment and within an individualised workspace.

Main Duties & Responsibilities

1. Support the teaching and learning processes.
2. Assist the SENDCo in developing, implementing and managing individual/group pupil learning strategies aimed at the
 - Establishing and maintaining of relationships with individual pupils and groups in support of pupils in learning activities
 - Continuous review and development of the post holder's professional practice
 - Inclusivity of pupils with identified SEN needs
 - Management of pupil behaviour

Under the guidance of direction of Early Years Lead (including SENDCo):

1. Develop, maintain and apply knowledge and understanding of pupils' general and specific learning needs. To ensure that support is given to them at an appropriate level.
2. Deliver teaching support individually and in groups through a range of tasks.
3. Support and direct a range of tasks, clarifying and explaining instructions.
4. Focus pupil support in areas in need of improvement, both academic and social.
5. To support the use of ICT in the classroom and work with and support pupils to ensure they are able to use ICT and other specialist equipment to enhance their learning.

6. Motivate and encourage pupils to engage with, and fulfil, the tasks set and guide pupils to become responsible, independent learners.
7. Contribute to the assessment of pupils' learning, completing paperwork in particular with regard to areas identified in their EHCPs or IEPs.
8. Assist in the development of learning strategies, with the provision of teaching and learning resources and in the preparation and maintenance of a safe, secure and suitable learning environment.
9. Assist in the formative day to day development, monitoring and evaluation of learning, providing verbal feedback
10. Contribute to the summative assessment of pupil performance in maintaining records of pupil performance and achievement, noting areas of weakness and need for development and drawing to the teacher's attention areas requiring further review.
11. Assist in the preparation, organisation and maintenance of the learning environment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display pupils' work.
12. Assist in the preparation for educational visits, and where appropriate accompany/supervise students undertaking off- site activities.
13. Attend and contribute to school staff meetings and in-service training within contracted hours or outside normal hours by agreement, including being involved in the process of school self-review.
14. To liaise with parents and other professional agencies in support of pupil's needs.
15. To provide care and supervision of pupils within all areas of the school grounds.
16. On occasions, assume sole supervision of groups of pupils. This may include whole classes for short periods in the absence of the teacher.
17. Where a current First Aid qualification is held, administer First Aid as required
18. Work under the direction of Health Service professionals should it be required.
19. To undertake a key worker role when required.
20. To assist in the supervision of and undertake assessments of learning as directed
21. To undertake continuous professional development
22. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Additional Duties

1. The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the well-being of its children and staff.

Person Specification



Job Title:	SEN Teaching Assistant
Location:	St James' CE First School and Nursery
Reporting To:	Head Teacher
Hours:	Post 1: 30 hours per week – term time only 9.00am to 3.30pm – Monday to Friday inclusive (with 30 minute lunch break) Post 2: 12 hours per week – term time only 9.00am to 12.00pm – Monday to Thursday
Contract Type:	Fixed Term to 31 August 2027 (possibility to extend)
Salary Range:	Dorset Grade 5, SP5 to SP6 (£26,427 to £26,847 pro rata)

Criteria	Essential	Desirable	How Identified
Education/Qualifications			
Relevant NVQ 3 or equivalent (full and relevant list)		✓	Application form & interview
GCSEs in English and Maths, grade C or above	✓		
SEND qualifications		✓	
Experience			
Experience of working in a school/ nursery environment	✓		Application form & interview
Experience of working with children	✓		
Experience of working with children with additional needs	✓		
Experience of teaching phonics		✓	
Professional Skills & Knowledge			
Understand the theory and practice of providing effectively for the individual needs of all children and;	✓		Application form & interview
Be committed to the inclusion of all learners	✓		
Knowledge of how to work in partnership with other staff, external agencies and parents to secure pupil progress		✓	
Work confidentiality and sensitivity with difficult situations, maintaining high levels of professionalism and appropriate boundaries	✓		

Criteria	Essential	Desirable	How Identified
Knowledge of a range of learning and behavioural support needs		✓	
A knowledge and understanding of current Child Protection/Safeguarding procedures	✓		
Knowledge of the Early Years Foundation Stage Framework		✓	
Develop good personal relationships with children	✓		
Foster a happy, challenging and effective learning environment	✓		
Be adaptive to quick changing situations and have a range of strategies to redirect behaviour and challenge		✓	
Personal Qualities			
Enthusiastic and fun	✓		Application form & interview
Patient and kind	✓		
Organised and resourceful	✓		
Quick thinker	✓		

Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together

