



Holy Trinity

Church of England Nursery and Primary School

Working at Holy Trinity C of E Nursery and Primary School

Join our Team



For Appointment of:
SEN Teaching Assistant



Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust



Headteacher Welcome

Aaron Jones

Thank you for your interest in the role at Holy Trinity Church of England Primary School and Nursery. I hope that the information within gives you an insight into our unique opportunity this position offers

At Holy Trinity C of E Primary School, every pupil is precious to us, and we recognise it is a privilege to be entrusted with children's education. We value the uniqueness of each child, made in the image of God, and seek to provide a sometimes tailored, sometimes adapted, holistic, curriculum and pastoral care offer, which empowers everyone with the strength, knowledge, and wisdom to succeed and flourish. We encourage our pupils to think critically and to develop a growth mindset, so they view challenges as opportunities to learn and increasingly grow in personal resilience and aspiration.

We are deeply committed to promoting the strong relationship between home, school, and parish as we feel that this partnership is the key to producing the best possible education, within and beyond the classroom.

Our team of dedicated professionals go above and beyond every day to ensure children have the best education and live life to the fullest through our values of Respect, Honesty and Love.

In the Autumn of 2020, Holy Trinity joined Aletheia Academies Trust. Holy Trinity chose an established Trust, whose vision and values aligned with ours, which has proven to be both a rewarding and positive experience for our school community; providing the best education and experiences possible for all.

I look forward to receiving your application.

Holy Trinity Church of England Nursery and Primary School



Holy Trinity Church of England Primary School is a two form entry primary school in the vibrant and diverse town of Gravesend, Kent. Our school is part of the Diocese of Rochester and a member of the Aletheia Trust. We have a strong commitment to the teaching of Christianity, where we welcome children, staff and adults of all faiths and none.

Through our theologically rooted vision: Your Word is a Lamp to Guide me, and a Light for my Path, Psalm 119:105, we live the Gospel values of Respect, Honesty and Love. At the centre of this is the pursuit of the highest standards possible in education because we want to develop our pupils as well-rounded individuals and lifelong learners who are spiritually motivated and creative problem solvers, and who leave us fully prepared for the rigours of secondary education.

Our curriculum is based on the best that has been thought and said, and our pupils enjoy learning which is contextualised, adapted, vocabulary-rich and offers sound experiences to build knowledge, skills, and cultural capital.

Holy Trinity is proud to be part of the Aletheia Academies Trust and we work collaboratively with our partner schools to provide a wide range of exciting learning and enrichment opportunities for our children and staff. Working as part of the Trust gives us the benefit of shared professional development opportunities and the sharing of good practices amongst our schools.



Job Description

Job Title	SEN Teaching Assistant
Location	Gravesend, Kent
Duration	Fixed-term from Sept 2026 – 31 st Aug 2027
Work Hours	35 hours per week, 39 weeks per year (term time plus inset days)
Reporting to	Head Teacher
Salary	AAT B2–B4: £21,852 - £22,214 per annum (FTE £26,385 - £26,822)
Pension	LGPS



About the Role

Holy Trinity Church of England Primary School is looking to appoint an experienced and empathetic SEN Teaching Assistant who brings energy, enthusiasm, and a genuine love for working with children.

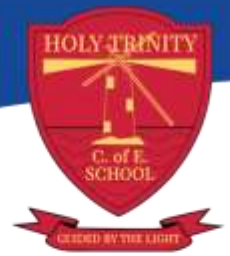
As SEN Teaching Assistant, your supportive role will enable children and their families to access good educational provision as soon as they join our school. You will support pupils with Special Educational Needs (SEN) in accessing the curriculum, engaging fully in all aspects of school life, and achieving their academic, social, and personal potential. The role involves working closely with the Class Teacher and SENDCo to provide effective classroom support, adapt learning resources to meet individual needs, and deliver targeted interventions within whole-class, small-group, and one-to-one settings.

The successful candidate will contribute to creating an inclusive learning environment that promotes pupil progress, independence, and wellbeing.

We would love to hear from you if you:

- Are committed to enabling every child to achieve the very best they can.
- Have experience in supporting children with SEN
- Want to be involved in shaping and developing outstanding learning experiences to enable all children to thrive.
- Want to work in a supportive and caring environment.
- Are patient, caring, and adaptable
- Have good communication skills and a proactive attitude.

Key Responsibilities



Job Purpose - To support pupils with SEN so they can access learning, participate fully in school life, and make academic, social and personal progress. The role involves providing classroom support under the guidance of the class teacher and SENDCo, adapting resources, and delivering targeted interventions in whole class, small group and 1:1 setting.

Support for Teaching and Learning

- Work with the class teacher to deliver differentiated activities that meet pupils' individual needs.
- Prepare, adapt and resource learning materials to support accessibility and pupil engagement.
- Assist in monitoring and recording pupil progress, including observations and feedback to teachers and the SENDCo.
- Support the implementation of behaviour management strategies in line with school policies.

Support for Pupils

- Provide effective in class support to pupils with SEN in whole class, small group and 1:1 settings, enabling access to the curriculum and encouraging independence.
- Support pupils' academic progress, social interactions and emotional wellbeing, promoting confidence, resilience and inclusion.
- Use personalised strategies defined in EHCPs/IEPs or behaviour support plans to help pupils engage with learning activities.
- Support pupils' communication needs and, where required, assist with sensory, physical or personal care tasks, always respecting dignity.





Collaboration and Communication

- Work collaboratively with teachers, SENDCo, parents/carers, and external professionals (e.g., therapists) to ensure coordinated support.
- Communicate effectively with pupils, colleagues and families in a positive and professional manner.
- Participate in meetings, reviews and training as required to support pupil outcomes and professional development.

Safeguarding and Professional Conduct

- Maintain professional boundaries and safeguard the well-being of all pupils.
- Liaise with parents and carers under the guidance of the class teacher, sharing relevant information when appropriate.
- Actively model and support behaviour, safeguarding, equality and inclusion policies.

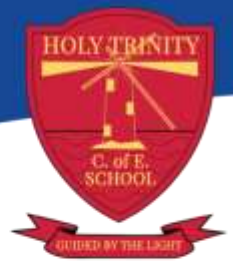
Professional Development

- Participate in relevant training and continuous professional development.
- Work collaboratively with all staff and contribute positively to the wider life of the school.

This is illustrative of the general nature of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.

“Children make a good start to their learning in early years.”
- OFSTED





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Qualifications and Experience

- GCSEs in English and Maths (Grade C/4 or above) or equivalent
- Experience and knowledge of working within Primary education
- Relevant qualification (e.g. Level 2 or 3 in Supporting Teaching and learning in Schools)
- Experience working with children with special educational needs (SEN) or behavioural needs
- Understanding of ECHP's/IEP's and related processes
- Experience in leading learning activities for a group or class of children

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Skills and Knowledge

- An understanding of and the ability to deliver systematic synthetic phonics
- Ability to work collaboratively with teachers and support staff
- An understanding or willingness to learn, the maths mastery approach
- Good communication, organisational, and interpersonal skills
- Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
- A flexible, proactive, and dependable attitude
- Commitment to safeguarding and promoting the welfare of children

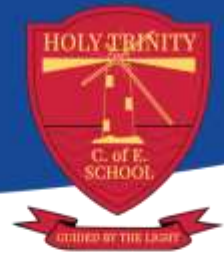
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Personal Qualities

- Enthusiastic and highly organised about all aspects of classroom operation.
- Have high expectations of both pupils and of yourself.
- Self-motivated and show creativity when adapting learning to meet the needs of small groups of children.
- A belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.
- Be committed to your own professional development and keen to make a significant contribution to the life of our school.
- Support an interest in the ethos, mission and values of the Trust and demonstrate this in all work activities.

Children make a good start to their learning in early years."

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

The People and Culture Team

HR@aletheia-trust.org.uk

01474 533 082

To apply for this role, please visit [MyNewTerm](#).



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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