



# SEND Teaching Assistant: Specialist Small Group

## Bungay Primary School

### Recruitment Pack



# About ASSET Education

ASSET is an Education Trust comprising 15 primary schools in and around Ipswich and north-east Suffolk. We have an ambitious, future-facing vision to equip and empower our young people to create a more compassionate, equitable and sustainable world where they personally and collectively thrive. Our tagline is "Nurturing Humanity". We want to apply these deeply held commitments of nurturing and inclusion by opening Flourish provisions across our schools. These provisions will be specialist units, alternate provisions or both and provide targeted, specific education to children with additional needs across Suffolk. We believe every child has the right to a high-quality education, where they feel they belong and can Flourish.



## The opportunity

This role is a one-of-a-kind opportunity to join a pioneering project in our trust - to grow as a specialist TA alongside the growth and development of our new Flourish project. In this role you will support our children with special educational needs to have a sense of belonging and a brighter future. You will be joining an award winning Trust with a reputation for supporting wellbeing and work closely with the Lead teacher of the provision who will be supported by the Trust Head of Inclusion and Bungay Primary School SLT. You'll also be supported by staff from our established SEU's and Flourish provision.





# About Bungay Primary School

Bungay Primary School is a vibrant, thriving community bursting with enthusiastic and vivacious children and staff who are confident, happy and share a genuine love of learning. At Bungay Primary School, every voice matters and as a result children play a pivotal role in school leadership, empowering them every step of the way. Our core school values – Aspire, Encourage, Learn, Achieve, and Celebrate – are woven into the very fabric of our school day, from inspiring assemblies to engaging lessons and the joyful celebration of achievements every Friday.

We are a deeply inclusive school, proactively adapting our learning, curriculum, and provision to ensure every child, with their unique needs, can reach their full potential. Our clear and simple school rules – Ready, Respectful, and Safe – create a positive and supportive environment where everyone can thrive. From sizzling starters that hook children's interest to exciting visitors and enriching trips, we offer a plethora of opportunities that open their eyes to new experiences and inspire children to achieve great things they never thought possible. What makes our learning truly special is its bespoke nature, where children connect with their local area, exploring the history of the Castle, understanding local farming, and discovering regional artists.



Consistency and collaboration are at the heart of our success. We have cultivated excellent relationships with our parents and the local community, fostering a true partnership. From warm greetings at the school gate to teachers welcoming families at classroom doors, we believe in open communication and a strong sense of belonging. Our popular coffee mornings and parent share sessions actively engage families within our vibrant school community.

Our enthusiastic and dedicated staff are the driving force behind Bungay Primary. They are flexible and adaptable, always putting the needs of the children first. With a commitment to continuous improvement, our staff regularly engage in high-quality professional development, both within the school, across the trust, and externally, ensuring they are at the forefront of educational best practice. Bungay Primary School isn't just in the community; it's at the heart of it.

# SEND Teaching Assistant at Bungay Primary School



## The post

<b>Job title:</b>	SEND Teaching Assistant (Small group specialist unit)
<b>Location:</b>	Bungay Primary School
<b>Hours:</b>	31 hours per week, 39 weeks a year. Fixed term for 2 years in the first instance
<b>Salary/Grade:</b>	Grade 3- points 6-9
<b>Closing Date:</b>	Friday 5th December 2025 Asset Education reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.
<b>Interview date:</b>	Wednesday 10th December 2025
<b>Starting date</b>	Ideally January 2026

## The person

We are looking for a hard-working and enthusiastic person with a passion for SEND and Inclusion, who wants to make a difference to the pupils and families they serve. You will have high standards, be a good communicator and collaborate effectively with others. The ability to show care, compassion and be able to use your own initiative is imperative.

You will be an experienced TA or have experience of supporting children with SEND. You will contribute in creating a supportive environment that meets the needs of children with a range of needs - and have high expectations for children's learning and future lives. The ability to build strong and meaningful relationships with pupils, parents, carers and other stakeholders is essential.

This is an exciting opportunity to join ASSET Education, a Trust that puts wellbeing, humanity and excellence first in order to deliver the very best educational experiences for pupils. You can find out more about ASSET Education, our philosophy and values, and our wonderful schools on our website: [www.asseteducation.co.uk](http://www.asseteducation.co.uk)

## Job Description

You will support the development of a group of Reception and KS1 pupils who join the Flourish campus at Bungay. These pupils will be placed due to their special educational needs via the local authority panels. You will work with individuals, or small groups and contribute to the team in order to create a nurturing environment. You will hold a belief that there are no limits to learning and commit to ensuring that every young person achieves their potential.

Responsibilities include:

- ★ Support the teacher in creating a nurturing, communication rich environment whereby both staff and pupils flourish
- ★ Embed an ethos of aspiration, high expectation, low threat whereby staff model expectation through positive interactions with pupils and their families
- ★ Model excellent communication and interaction with pupils and their families and positive behaviour management strategies; ensuring behaviour expectations are understood by all
- ★ Deliver interventions, make observations and feedback to the teacher on pupil engagement and progress
- ★ Supporting children in fulfilling their academic potential but recognise that school is about much more than that
- ★ Engaging children in their learning by being enthusiastic and approachable
- ★ Work closely with families and carers; building positive and effective relationships that support pupils to feel safe, secure and make progress
- ★ To support the pupils in the development of skills, e.g. managing emotions and behaviour, speech, motor-control, communication, sensory regulation, basic skills such as vocabulary, reading, writing, spelling and mathematics by encouraging concentration, communication, sharing and other social skills
- ★ To closely monitor the way in which the children are managing the school environment/the demands of the school day and make adjustments as appropriate to accommodate the children's needs
- ★ To assist with children at the beginning and end of the day and in the playground as required and to have an awareness of and adherence to all school safeguarding procedures and participate in training as appropriate

*Examples of the role and responsibility of a similar level may be undertaken and are not excluded simple because they are not itemised*



# Person specification

Qualifications/Experience	Essential	Desirable
Recognised qualifications (C+ or equivalent in English and Maths)	✓	
Basic knowledge of ICT to effectively support the pupils (or willingness to train)	✓	
A commitment to becoming familiar with and applying whole school policies procedures and standards and be willing to implement them in a consistent manner	✓	
Experience of working with children and supporting children with a range of special educational needs	✓	
Training in or knowledge/experience in delivering speech and language interventions such as Language Link and Attention Autism strategies		✓
<b>Literacy and Numeracy</b>		
Proven written and oral communication skill and the ability to read and understand instructions	✓	
Numeracy and literacy skills to effectively support the pupils	✓	
<b>General Skills and Knowledge</b>		
Ability to complete reports such as safeguarding referrals, incident report form, behaviour diary, progress reports	✓	
Experience of using PECs, Makaton and other forms of communication		✓
Practical knowledge to support pupils in a variety of lessons and learning environments under direction of the teacher	✓	
Thinking creatively/developing new ideas – adapt support given to pupils depending on age and/or ability	✓	
A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required	✓	



## Person specification continued:

Interpersonal and Communication skills	Essential	Desirable
Ability to encourage participation and give feedback to pupils	✓	
Caring- supportive to pupil needs	✓	
Provide advice and guidance to pupils on how to manage situations under the teacher's direction and ability to encourage pupils to complete tasks	✓	
A knowledge of some of the emotional, behavioural and social difficulties that may create a barriers to learning and how to overcome them		✓
The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team	✓	
Ability to encourage participation and give feedback to pupils	✓	
<b>Level of autonomy</b>		
The ability to remain calm in challenging situations and to ask for help when needed	✓	
Able to make decisions on when to refer queries/problems to another member of staff	✓	
The ability to use their own initiative and 'think on your feet'	✓	
Able to work with small groups of pupils when carrying out specific tasks and to supervise larger numbers of pupils for example att lunch or break times	✓	
Ability to maintain appropriate level of confidentiality	✓	



## Further information and visits to the school

For further details, to arrange an initial discussion with the Head of School or arrange a visit to the school , please contact:

Amy Chambers, Head of School at Bungay Primary School, Wingfield Street, Bungay Suffolk, NR351HA.

Telephone Number: 01986 892209 or email: [head@bungayprimary.co.uk](mailto:head@bungayprimary.co.uk)

## View our websites:

[www.bungayprimary.co.uk](http://www.bungayprimary.co.uk)

[www.asseteducation.co.uk](http://www.asseteducation.co.uk)

## Application

If you are looking for a new and rewarding challenge in education, have an interest in and/or background in SEND, are a team player, resilient and passionate about making a difference, then we look forward to hearing from you.

Please apply on MyNewTerm by Friday 5th December 2025 outlining how you will be an integral part of the developing and running our new provision.

## Interview Process

Shortlisted candidates will be invited to attend an interview at Bungay Primary School, Wingfield Street, Bungay on Wednesday 10th December 2025, with an ideal start date of January 2026.

## Pre-employment checks

*ASSET Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*The successful candidate will have to meet the requirements of the job description and will be subject to pre-employment checks including an enhanced Disclosure and Barring Service (DBS) and children's barred list check, health check, online search and satisfactory references.*

