



PEEL BROW PRIMARY SCHOOL

Special Support Assistant (SEND)

Peel Brow Primary School wish to appoint an enthusiastic and highly motivated Special Support Assistant to support children with special educational needs within an SEN Unit based within the school.

The main aim of this role is to support children with SEND and work alongside the SEN Unit's class teachers to tailor work and activities to meet the children's needs. You will have the opportunity to develop your skills and take ownership of the role, by ensuring learning is fun and engaging.

We are looking for a teaching assistant who:

- Is committed to our school ethos and values
- Is highly skilled, creative and conscientious
- Is experienced in working with children, including those with Special Educational Needs
- Is hardworking with excellent time management skills
- Has a positive and flexible approach
- Is nurturing and supportive
- Enjoys working as part of a dedicated, vibrant and creative staff team

We offer:

- A strong commitment to continued professional learning including training specific to the role
- A culturally diverse setting
- A caring, inclusion environment
- A hardworking and welcoming staff team
- Children who embody our trust values of Happy, Proud, Challenged and Successful
- A well-resourced curriculum with opportunities for creativity
- A driven leadership team who will champion your career

Hours of work are 32 ½ hours per week, Monday to Friday, term time only, worked in accordance with service requirements. The salary for this post is £26,528 FTE. Grade 6 Scale point 6 based on current NJC.

Required from 1st September 2026



General duties

- Work with children in the SEN Unit.
- Assist the teacher to prepare classrooms for lessons and activities.
- Encourage pupils to interact with others and engage in activities led by teaching staff.
- Supervise pupils' work and offer support where necessary.
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson and resources.
- Monitor the needs and behaviour of pupils, and report these to teaching staff where appropriate.
- Undertake pupil record keeping as requested, e.g. logging safeguarding concerns as appropriate.
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school.
- Establish and maintain constructive relationships with pupils' parents.
- Be a good role model to pupils in terms of behaviour and attitude.
- Be proactive in managing pupil behaviour.

Supporting the school

- Contribute to the ethos, value and aims of the school.
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection.
- Promote inclusion and acceptance of all pupils.
- Assist with the supervision of pupils out of lesson times, including lunchtimes.

Teaching and learning

- Develop a secure knowledge of the learning support needs of individual pupils.
- Identify where pupils are struggling, e.g. engaging with a particular topic, and support them in understanding the information and complete the work.
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use.
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning.
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals.
- Assist teaching staff and the SENCO with the creation of individual learning plans for pupils.

Communication and coordination

- Work closely with teaching staff, other TAs and the SENCO to close the attainment gap between individual pupils, groups of pupils, and their peers.

TA2 Person Specification

Qualifications and training

Essential	Desirable
<ul style="list-style-type: none">Two or more GCSEs at grades 9 to 4 or equivalent, including English and maths.	<ul style="list-style-type: none">A degree in a relevant field or other relevant qualification.First aid training.Safeguarding training.Evidence of recent CPD.

Skills and experience

Essential	Desirable
<ul style="list-style-type: none">Experience of working with children.Effective oral and written communication skills.Demonstrable levels of numeracy and literacy.Excellent communication skills.Effective problem-solving skills.The ability to remain calm under pressure.The ability to be proactive in seeking solutions.Good organisational skills and time management.	<ul style="list-style-type: none">Experience of record keeping and monitoring.Experience of working in an educational environment.Experience working with children and young people with additional needs.Experience in multi-agency working.

Knowledge

Essential	Desirable
<ul style="list-style-type: none">Knowledge of areas of legislation relevant to child protection and safeguarding.Knowledge of relevant school policies.	<ul style="list-style-type: none">Knowledge of the curriculum.Knowledge of legislation and statutory guidance specific to EYFS and primary school phase.

Personal traits

The successful candidate will be

- Able to work independently but also as part of a team.
- Dedicated to their practice.
- Punctual and professional.
- Able to maintain successful working relationships with colleagues.
- Reliable and able to be flexible in their approach to work.
- Positive and engaging.
- Able to plan and take control of situations.
- Capable of handling demanding workload and successfully prioritising work.
- Empathetic to those who face barriers to their learning.
- Patient with pupils who take longer to understand information.

Additional requirements

The successful candidate will have

- The capacity to work flexibly.
- An enhanced DBS check.
- Available references from a previous employer or organisation.