SEND Teaching Assistant
Recruitment Pack

Co-Headteachers: Claire Beswick and Karen Loney

Whingate Primary is committed to safeguarding and promoting the welfare of all our children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

We promote diversity and want a workforce that reflects the population of Leeds. This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement Scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply

Whingate Primary School

Co Headteachers:
Claire Beswick and Karen Loney
Chair of Governors:
Mrs Ellis Lewis

Dear Applicant, October 2026

Thank you for expressing an interest in the vacancy at our school.

We are seeking to appoint an enthusiastic and inspirational SEND Teaching Assistant who would like to join a friendly, dynamic school where all can thrive and staff are highly valued.

This is an exciting career move for an experienced person to support the learning and progress of our wonderful pupils.

The job is specifically to support SEND children. The role will be to support children's learning in class and supporting with the completion of paperwork such as observations, reports and assessments which contribute to the funding process. You will work alongside the teacher, SENDCO and other agencies when appropriate.

Ideally you will have skills and experience and be a professional who is versatile, enthusiastic, resilient and able to provide a solution focused approach to securing the best possible outcomes for all children.

We are a larger than average school with 470 pupils on roll and 67 members of staff with very low staff turnover, so it is especially exciting to have the opportunity to recruit a new member of staff to join the team.

We pride ourselves on our happy children who love coming to school. Our staff team take pride in building positive relationships with children and their parents/carers to support all children to achieve their learning goals and fulfil their potential.

Hours of Work: 31.25 hours per week over Monday-Friday, term time only.

This post is offered as a permanent contract.

Application forms should be submitted electronically to Mrs Bev Atkins, School Office Manager: bev.atkins@whingate.com

We are unable to accept CV's. Please ensure that you provide current and correct e-mail addresses for all your referees. Only shortlisted candidates will be contacted for interview.

Yours sincerely,

Claire Beswick and Karen Loney
Co-Headteachers

Whingate Road, Leeds, LS12 3DS
T: 0113 2638910
E: admin@whingate.com
W: www.whingate.com

Making an Application

Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc.).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are **not** accepted as part of the application process.

Supporting Information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Please remember to sign the declaration on the final page of the application form.

For teaching posts: in addition to the application form, please submit a formal letter of application (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.

Interview & Selection Process

Those candidates who meet all the requirements for the post will be short-listed and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not

Interview & Selection Process (continued)

disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Induction & Continuous Professional Development

The head teacher and governing body are committed to ensuring your well-being and continuous professional development in this role. On appointment, the head teacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications such as NVQs.

Pre-employment Checks

References

If you are short-listed we will take up references **before** the interview date. Two satisfactory references must be received before any appointment is made. One of your referees must be your current or most recent employer and will need to be from a senior person with appropriate authority (usually the Headteacher). The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children.

Copies of references, or references that are addressed "to whom it may concern", will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Pre-employment Checks (continued)	School Policies
(DBS) Disclosure & Barring Service Employment at this school is subject to an enhanced check with the DBS. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment. Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of any convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website. Unspent and unprotected convictions may not necessarily make you unsuitable for appointment. **Prohibition checks (teachers only)** Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC. **Validation of Qualifications** All short-listed candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies. **Right to Work in the United Kingdom** Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.	**Child Protection** This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy. **Whistle Blowing** We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore, our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues. **Code of Conduct and Personal Behaviour** The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the well being of all its employees and pupils. The head teacher and governing body regard everyone working at our school as a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school. **Equal Opportunities** We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment were all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their protected characteristics which include age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. **Full details of all these policies are available on our website and in school.**

Whingate Job Description

Teaching Assistant (B2 – B3)

Post Title	**GRADE**	**JE Ref**
Teaching Assistant	Level 1 (B2-B3)	300 / 301

Post(s) to which directly responsible
Class Teacher, Deputy Head

Post(s) for which directly responsible

Purpose of job
To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Responsibilities

- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- To supervise and support pupils ensuring their safety and access to learning
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils
- To encourage pupils to interact with others and engage in activities led by the teacher
- To encourage pupils to act independently as appropriate
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.

- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- To gather/report information from/to parents/carers as directed
- To provide clerical/admin. support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions
- To support pupils in respect of local and national learning strategies - literacy, numeracy, KS3, early years, as directed by the teacher
- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school
- To appreciate and support the role of other professionals
- To attend relevant meetings as required
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure promotion and support of Equal Opportunities and Health & Safety
- To undertake any other duties that are commensurate with the post

Relationships
The postholder will be required to work flexibly to deliver an efficient Service.

There will be regular contact with pupils, colleagues, other members of staff, line managers and internal and external customers

Physical Conditions

- The post is currently based at Whingate Primary
- Whingate is situated completely on the ground floor
- This post is subject to an enhanced Disclose and Barring Service check.
- The school operates a non-smoking policy.

Safeguarding

Whingate Primary School recognises that safeguarding encompasses the duties of child protection and promoting the rights and welfare of children. As such it is everyone's responsibility to safeguard children and provide a safe environment in which children can learn.

Prospects

Promotion
Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training
The school encourages training both "in-house" and external to meet the needs of the individual and of the Service.

QUALIFICATIONS

EMPLOYEE SPECIFICATION:
Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates**.**

SKILLS	Ess	Des	MOA
Good numeracy/literacy skills	*		A & I
Able to use a range of office equipment (e.g. printers, photocopiers, fax).	*		A & I
Ability to relate well to children and adults	*		A & I

KNOWLEDGE/QUALIFICATIONS/TRAINING	Ess	Des	MOA
Working with or caring for children of relevant age	*		A & I
Appropriate knowledge of first aid		*	A
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	A & I
Participate in development and training opportunities	*		A & I
Completion of DfES Teacher Assistant Induction Programme		*	A & C
Knowledge of Child Protection and Safeguarding procedures and practice	*		A & I

EXPERIENCE	Ess	Des	MOA
Experience of dealing with queries from a wide range of people	*		A & I
Experience in the use of the Microsoft package	*		A & I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		I
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT(MOA)	A T I C	= = = =	Application Form Test Interview Certificate