

# Job Description – SEND Teaching Assistant

**Location:** Haven Nook School, 73-75 Castle Street, Canterbury CT1 2QD

**Contract Type:** Permanent

**Hours:** Monday to Friday, 8:30 am – 4:30 pm; 39 weeks + 5 INSET days

**Salary:** £23,000pa FTE

**Start Date:** ASAP

## About Us

At **Haven Nook**, we *transform lives by igniting a passion for life and learning*. Our vision is to bring *inspiration and creativity* to children and young adults with neuro-diverse, social, emotional, and mental health needs. We are **visionary, brave, and impactful** in everything we do - providing a safe, inclusive, and aspirational environment where every learner can achieve their unique potential.

## Purpose of the Role

To provide **learning and care support** for individual pupils or small groups with Special Educational Needs (SEN), helping them work towards the outcomes in their **Education, Health and Care Plan (EHCP)**. This involves working closely with teachers and other professionals to deliver personalised support, promote inclusion, and ensure each learner can thrive both academically and personally.

# Key Responsibilities

## Supporting Learners

- Build **positive, trusting relationships** with pupils, promoting **self-esteem, independence, and social inclusion**.
- Support pupils with **social, emotional, and mental health needs**, responding to challenges in a **compassionate, non-judgemental way** and escalating concerns where appropriate.
- Promote **high standards of behaviour**, responding to incidents in line with school policy and using positive reinforcement.
- Assist in the development, delivery, and evaluation of **individual learning, support, and care plans**, ensuring targets are met.

## Teaching & Learning Support

- Work with teachers to **plan, adapt, and deliver differentiated learning activities**, inside and outside the classroom.
- Support the delivery of a **broad, balanced, and creative curriculum** to help pupils achieve their full potential.
- Use **effective behaviour management strategies** to maintain a positive, engaging learning environment.
- Organise and prepare learning spaces and resources to create a **stimulating, safe environment**.
- Use ICT tools to support and enhance learning.
- Monitor, record, and provide **feedback on pupil progress and barriers to learning**.
- Read and engage with lesson plans in advance, where available, to support effective delivery.

## Collaboration & Communication

- Work closely with teachers, colleagues, parents/carers, and external professionals to ensure pupils' needs are fully understood and supported.
- Share observations, insights, and progress updates to inform **effective decision-making** on interventions and provision.
- Develop strong **professional relationships** within the school community and beyond.

## Health, Safety & Wellbeing

- Safeguard and promote the welfare of pupils in line with **KCSIE** and the school's safeguarding policies.
- Provide care for pupils who are upset or unwell.

## Professional Development

- Take responsibility for **reflecting on practice**, seeking feedback, and engaging in training to develop knowledge and skills.
- Participate fully in the school's **appraisal and professional growth processes**.

## About You

We are seeking someone who:

- Has experience supporting **young people with SEN and/or behavioural needs**.
- Communicates with **empathy, clarity, and positivity**, building strong, respectful relationships.
- Is **resilient, adaptable, and proactive**, with a genuine desire to make a difference.
- Embraces our **values of Compassion, Aspiration, Inspiration, Nurture, and Trust** in every interaction.
- Holds an **Enhanced DBS** (or is willing to obtain one).
- Has completed Mental First Aid Training and has awareness of leading and implementing student wellness.
- Can work flexibly, including providing support during breaks and lunchtimes.

## Why Join Haven Nook?

- Be part of a **visionary, brave, and impactful** organisation transforming the lives of young people.
- Work in a **supportive, collaborative team** committed to meaningful change.
- Access **ongoing professional development** tailored to your growth.
- Join a school where **every day is an opportunity to inspire, nurture, and make a real difference**.