



St Anselm's Catholic Primary School
Dartford

1:1 SEN Teaching Assistant

Information for applicants

Start date: October 2025

Salary: £24,513 (pro-rata), Plus additional benefits:

- **24/7 Private GP Surgery inc Private Prescription Service**
- **Musculoskeletal Services (to £200 a year)**
- **Counselling Services (6 Face to Face sessions/Telephone Counselling/Emotional Support and Cognitive**
- **Behavioural Therapy**

Level: KSA

Thank you for your interest in this post at St Anselm's Catholic Primary School.

We are looking for a SEN Teaching Assistant to provide 1:1 support to a child with special educational needs, helping them engage with and succeed in their learning.

This is fixed term part time contract , until July 2026. .

The successful candidate will be able to demonstrate a nurturing, patient and understanding approach, having the best interests of children at heart at all times.

This post offers the opportunity of working in a friendly and supportive school with an ideal opportunity to continuously develop their practice. In order to clarify the type of person we are looking for, a person specification and job description are provided.

The governors welcome and encourage visits from all prospective applicants. Therefore, should you wish to arrange an appointment please contact the school office on 01322 225173 or email senco@st-anselms.kent.sch.uk

If you feel you have the skills and experience necessary to be a part of our school team, we would welcome your application.

If so, you are asked to:

- complete the CES application form in full with a supporting statement that:
 - clarifies how you meet the person specification
 - gives examples of your teaching Assistant experience
 - outlines the contribution you can make to St Anselm's
- complete the following four forms and return them to the school separately from the main application form in a sealed envelope and marked 'confidential'
 - Recruitment Monitoring Form
 - Consent to Obtain References
 - On-line Screening Form

Please post your application or submit it to Mrs Karen Woodhams by email to: karenwoodhams@st-anselms.kent.sch.uk

We hope that you find the following details from Mrs Laura White useful and informative.

Yours faithfully,

St. Anselm's Governing Body

The Parish School of St Vincent's

St Anselm's Catholic Primary School

St Anselm's is located in Dartford. It is a voluntary aided school with 211 children on roll. The school has a good reputation and is always over-subscribed. St Anselm's is the Parish School of St Vincent's Church, located within walking distance from the school.

In February 2024, the school was judged as 'outstanding' in its most recent Catholic Schools' Inspection. In January 2025, the school underwent its most recent OFSTED inspection and was judged to be 'outstanding' in *Behaviour and Attitudes* and *Personal Development* and 'good' in all other areas.

The school is committed to ensuring our children not only achieve their full potential and become life-long learners but also aims to inspire them to be successful, confident and responsible people.

St Anselm's is like a family. We encourage the children to learn to be the best versions of themselves. We nurture their happiness, their identity, their social and emotional development, their physical and mental health, their spiritual growth and their cognitive and academic success. We have developed our unique 'Rainbow Curriculum' is designed to develop the following attributes across all areas learning:



The children in our school are good friends to each other, very well behaved and keen to learn. Visitors to the school frequently comment on the ethos and atmosphere they sense as they come to the school for the first time. This friendliness and sense of community is part of something wider; it is rooted in the fact that we are a Catholic school. As such everything that we do is based on our Mission Statement and School Aims.

Our school has achieved the Wellbeing award. The wellbeing of all our school community is very important to us. We do all that we can to ensure the wellbeing and happiness of all our staff and children.

I am always happy to welcome visitors to the school and I would strongly encourage you to come and visit us to see the school for yourself. If you would like more information about the school please visit our website www.stanselms.kent.sch.uk. If you would like to know more about the post itself or to arrange a visit, please do not hesitate to contact Mrs Woodhams, our personnel administrator (email: karenwoodhams@st-anselms.kent.sch.uk), who will be very happy to help you.

Yours faithfully,

Mrs Laura White

Headteacher



Person Specification – 1:1 SEN Teaching Assistant

We are seeking a dedicated and compassionate 1:1 Teaching Assistant to join our team at St Anselm's.

We are looking for a SEN Teaching Assistant to provide 1:1 support to a child with special educational needs, helping them engage with and succeed in their learning. You will work closely with the class teacher and the SENCO to ensure the individual needs of each child are met effectively.

Responsibilities:

- Provide support to a child with special educational needs on a 1:1 basis both inside and outside the classroom.
- Assist in the implementation of Individual Education Plans and Behaviour Support
- Help create a supportive and inclusive learning environment that promotes the social, emotional, and academic development of the child.
- Work collaboratively with the class teacher, SENCO, and other professionals involved in the care of the student, such as speech therapists, occupational therapists, and psychologists.
- Support the student in developing their independence skills, including managing intimate care while toileting (if applicable), ensuring their dignity and privacy are respected at all times.
- Adapt and modify teaching materials and resources to meet the specific needs and abilities of the student.
- Assist with behaviour management strategies, implementing positive reinforcement techniques, and deescalation strategies when necessary.
- Observe and record student progress, maintaining accurate records and providing feedback to the class teacher and SENCO.
- Promote inclusion and foster positive relationships among all students, encouraging empathy, understanding, and respect for diversity.
- Attend relevant training and professional development sessions to enhance knowledge and skills in supporting students with special educational needs.
- Maintain a safe and secure environment for all students, following safeguarding policies and procedures at all times.

Requirements:

- Relevant experience working with children with special educational needs is highly desirable but not compulsory.
- Understanding of different special educational needs and the ability to adapt teaching strategies accordingly. □ Sensitivity, patience, and empathy when working with students with diverse needs.
- Excellent communication and interpersonal skills to establish positive relationships with students, colleagues, and parents.
- Ability to follow instructions, work independently, and use initiative to support student learning effectively.
- Willingness to undergo training and professional development related to special educational needs and intimate care.
- A commitment to promoting inclusion and equality in the classroom.
- Strong organisational skills and the ability to maintain accurate records and documentation

Qualifications	<p>Level 2 Diploma or equivalent (desirable)</p> <p>Pediatric First Aid qualification (desirable)</p>
Experience	<p>Previous experience of working with children</p>
Skills and Abilities	<ul style="list-style-type: none"> • Numeracy and literacy skills • Basic IT Skills • Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. • Good influencing skills to encourage pupils to interact with others and be socially responsible.
Knowledge	<p>Requires knowledge and procedures for supporting and leading learning activities</p> <p>Knowledge and compliance with policies and procedures relevant to child protection, health and safety, security, Equal Opportunities and confidentiality.</p>

Note:

We are committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for this post.

St. Anselm's Catholic Primary School

1:1 Teaching Assistant Job Description



Post holder:

Line Manager:

Salary

KSA

Purpose of the Job:

To work with teachers as part of a professional team to support 1:1 teaching and learning for a SEN pupil. Providing learning support to to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities

1. Principal Accountabilities

1. Assist with the Implementation of planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate
2. Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour
3. Support the teacher in monitoring, assessing and recording pupil progress/activities
4. Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher
5. Support learning by arranging/providing resources for lessons/activities under the direction of the teacher
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
7. Share information about pupils with other staff, parents / carers, internal and external agencies, as appropriate
8. Understand and support independent learning and inclusion of all pupils as required.

Teaching Assistants at this level may also undertake some or all of the following:

1. Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training
2. Update pupil records
3. Assist with break-time supervision including facilitating games and activities
4. Assist with escorting pupils on educational visits
5. Support pupils in using basic ICT
6. Undertake moving and handling activities as required.
7. Attend to pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue)
8. Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals as required.