

# YOUR JOURNEY STARTS HERE

Realising ambition for every pupil - and every career.



## SEND Teaching Assistant Application Pack



## Manor Community Primary School



## About us

At Cygnus Academies Trust, we are proud to be a growing network of eight primary schools across South East London, Dartford and Tonbridge. Our mission is simple yet powerful: to realise ambition for pupils and staff alike, by delivering the very best education and creating opportunities for all.

Founded in 2016, we have built a collaborative network of schools that nurtures, challenges and supports every member of our community. Each school retains its individuality while benefiting from shared expertise and trust-wide support. As a Trust community, we believe in:

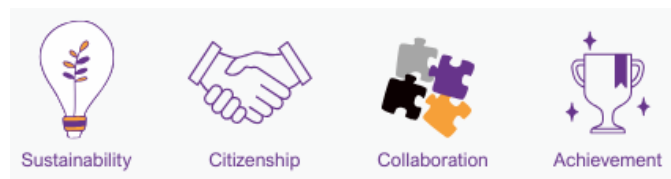
- Celebrating uniqueness – Each school retains its individuality while benefiting from shared expertise.
- Collaboration at every level – From leadership to classroom practice, we work together to achieve excellence.
- Investing in people – Staff development and career progression are at the heart of what we do.

Our schools are vibrant, welcoming places where you can grow, develop, and make a real difference.

## Our Vision

Our core purpose is to ensure every person, adult or child, we work with realises their ambition. Through our network of sustainable schools, we aim to:

- Give every pupil access to exceptional education and opportunities that empower them to thrive.
- Work collaboratively with high expectations to embed strong practice and achieve success across all schools.
- Equip pupils with the skills, knowledge, and understanding to thrive as local, national, and global citizens.





## About our school

Manor Community Primary School is a vibrant three form entry primary school in Kent. At Manor, we are committed to providing every child with the very best education, built on high expectations, creativity and care. Our vision is to ensure every child feels safe, valued and inspired to achieve their full potential. We encourage pupils to aim high, work together with respect and kindness, and develop resilience for life beyond school.

Our ethos is that a happy child is a successful child, and we provide a safe, stimulating environment where all children thrive. Our unique curriculum creates learners who are motivated and resilient, whilst instilling a lifelong love of learning.

We work in close partnership with our parents to ensure we do all we can to promote and establish strong, respectful relationships that enhance the outcomes for all children and their families. All children have dreams and aspirations, and we work hard to guide them to be the best they can be.

Together, we learn and believe, aspire and achieve.

### **Our Approach**

We offer a rich, engaging curriculum that sparks curiosity and nurtures a love of learning. Our teaching is designed to develop confidence, independence and critical thinking, preparing children to thrive as responsible citizens in a changing world. We work closely with families to ensure every child is supported and challenged to succeed.



# About the role

**Position:** SEND Teaching Assistant  
**Contract:** Fixed Term  
**Hours/Weeks:** 32.5 hours/ 38 weeks  
**Working Pattern:** Monday – Friday, 8:30 – 3:30  
**Grade:** Kent Scheme A  
**Salary:** £18,287 (£24,513 FTE)  
**Start date:** 2<sup>nd</sup> March 2026  
**End date:** 31<sup>st</sup> August 2026  
**Closing date:** 22<sup>nd</sup> February 2026

## Join Our Team and Make a Lasting Difference

At Manor Community Primary School, we believe every child deserves to feel seen, supported, and celebrated. As our new SEND Teaching Assistant, you'll play a key role in helping pupils with additional learning needs build confidence, develop independence, and achieve their personal best.

You'll be joining a friendly, inclusive, and forward-thinking school where collaboration, creativity, and pupil wellbeing sit at the heart of everything we do. If you're looking for a role with purpose, where your impact truly matters, this could be the perfect next step.

## Key Responsibilities

In this role, you will:

- Provide tailored 1:1 and small-group support for pupils with SEND needs
- Work alongside class teachers to adapt learning and promote engagement
- Help create a safe, positive, and inclusive classroom environment
- Support pupils with social, emotional, and communication needs
- Contribute to personalised learning plans and progress reviews
- Promote independence, resilience, and pupil wellbeing
- Build strong relationships with families and external professionals
- Model the school's values and champion inclusive practice every day

## Who We Are Looking For

We are seeking someone who is:

- Warm, patient, and empathetic, with a genuine passion for supporting children
- Able to use initiative and respond calmly to changing needs
- A strong team player who enjoys working collaboratively
- Committed to inclusive education and celebrating every child's strengths
- Positive, proactive, and eager to learn
- Reliable, reflective, and ready to contribute to a nurturing school culture

Experience supporting children with SEND is desirable, but your attitude, values, and commitment to making a difference matter most.

## **Why Work With Us?**

At Manor Community Primary School, you will benefit from:

- A caring, child-centred community where wellbeing comes first
- Supportive colleagues who value teamwork and shared success
- Ongoing training and development opportunities
- A leadership team who listens, empowers, and invests in staff
- A vibrant environment where no two days are the same
- The chance to make a meaningful impact on children's lives and futures

Join us and be part of a school where every member of staff can grow, feel valued, and help shape something special.

*This school is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment. Appointment to this post will be subject to an enhanced Disclosure and Barring Service (DBS) check, as well as any other relevant pre-employment checks.*

## **How to apply**

Please apply via MyNewTerm with your application form and a short supporting statement explaining how your skills match this role. (If you would prefer the application form in a different format, please contact the school office.)

*We reserve the right to close this advert early, should a suitable applicant be found.*



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE:</b>	SEND Teaching Assistant
<b>GRADE:</b>	KSA
<b>ALL STAFF RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• To live our values of collaboration, citizenship, sustainability and achievement.</li><li>• To follow our schools' and Trust's policies and procedures.</li><li>• To value lifelong learning and develop skills and knowledge.</li><li>• To adhere to the highest level of safeguarding and child protection.</li></ul>
<b>MAIN PURPOSE OF THE ROLE:</b>	To work with teachers as part of a professional team to support teaching and learning for SEN pupils. Providing learning support to pupils who need particular help to overcome barriers to learning, such as those with learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

### MAIN RESPONSIBILITIES

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

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

- Administer medication in accordance with an agreed plan under direction of healthcare practitioner and following appropriate training

- Update pupil records
- Assist with break-time supervision including facilitating games and activities
- Assist with escorting pupils on educational visits
- Support pupils in using basic ICT
- Undertake moving and handling activities as required.
- 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)
- Work with pupils on therapy or care programmes, designed and supervised by a therapist/teacher

### **Safeguarding & Knowledge**

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- Recognise and report any concerns about pupils' safety, wellbeing, behaviour or development, following school safeguarding procedures.
- Maintain safe working practices, professional boundaries and confidentiality when working with pupils.
- Support pupils' wellbeing, inclusion and positive behaviour, ensuring a safe and secure learning environment for all.

- This job description outlines the duties of the post at the time of publication.
- Hours and responsibilities may be adjusted to meet the needs of the school.
- The post holder may be asked to carry out other reasonable duties without changing the role's general responsibilities.

## PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Level 2 Diploma (or equivalent)	Teaching Assistant certification, Level 3 Diploma, or equivalent childcare/education qualification
Experience	<ul style="list-style-type: none"> <li>• Experience working with children in a school, childcare, or educational setting</li> <li>• Experience supporting pupils with Special Educational Needs and Disabilities (SEND);</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in multi-age or primary classroom settings;</li> <li>• Previous experience assisting with educational visits, extracurricular activities, or enrichment programs</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills; Basic IT skills to support learning and record keeping; Ability to work effectively with individuals, small groups, and whole classes;</li> <li>• Experience supporting behaviour management strategies and restorative practices</li> <li>• Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>• Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in planning and delivering small group interventions;</li> <li>• Ability to support pupils in using ICT and learning technologies; Knowledge of using assessment and tracking tools</li> </ul>
Knowledge & Understanding	<ul style="list-style-type: none"> <li>• Understanding of, or willingness to learn about, safeguarding, child protection, health and safety, equal opportunities, and confidentiality;</li> <li>• Commitment to inclusion and promoting the welfare of children; Understanding of child development and age-appropriate learning strategies</li> </ul> <p>Understanding of educational SEND legislation and inclusion practices</p>	<ul style="list-style-type: none"> <li>• Knowledge of Individual Education Plans (IEPs) and Behaviour Plans;</li> <li>• Familiarity with statutory frameworks such as the Early Years Foundation Stage (EYFS) or National Curriculum;</li> <li>• Awareness of strategies to support emotional wellbeing and social development;</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Reliable, punctual, and flexible;</li> <li>• Team player with the ability to take initiative;</li> <li>• Enthusiastic, approachable, and resilient;</li> <li>• Positive role model for pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to take on additional responsibilities;</li> <li>• Interest in professional development and continuous learning;</li> <li>• Creative approach to engaging pupils in learning activities</li> </ul>



	<b>Essential</b>	<b>Desirable</b>
Safeguarding & Professional Conduct	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children;</li> <li>• Ability to maintain professional boundaries;</li> <li>• Ability to report concerns promptly and appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Experience undertaking safeguarding training;</li> <li>• Understanding of Prevent duty, online safety, and e-safety procedures</li> </ul>

## Why join us

Joining Cygnus Academies Trust means becoming part of a collaborative, forward-thinking community dedicated to realising ambition for every child and adult. We offer:

- **Professional Growth:** Access to high-quality CPD, coaching, and clear career progression pathways.
- **Supportive Culture:** A strong network across our schools, underpinned by our core values: Collaboration, Citizenship, Achievement, and Sustainability.
- **Wellbeing Commitment:** Initiatives to support staff mental health and work-life balance, including wellbeing programmes and flexible working options.
- **Attractive Benefits:** Competitive pay, generous pension scheme, and trust-wide perks.
- **Inclusive Environment:** A workplace that values diversity and promotes equality, ensuring everyone feels respected and empowered.
- **Impactful Work:** The chance to make a daily, visible difference in children's lives and contribute to a thriving school community.
- **Innovation and Resources:** Opportunities to engage with new ideas, digital tools, and shared resources across the trust.

## Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and uphold the highest standards of professional conduct. Recruitment procedures comply with statutory guidance, including *Keeping Children Safe in Education*, and all appointments are subject to enhanced DBS checks, online searches, and satisfactory references. We maintain a culture of vigilance, transparency, and accountability to ensure every child is safe and supported.

## Equality and Inclusion

Cygnus Academies Trust is a people-first organisation that values diversity and strives to create an inclusive environment where everyone feels welcomed, respected, and able to thrive. We provide equality of opportunity for all, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, ethnicity, religion or belief, sex, sexual orientation, or any other protected characteristic, in line with the Equality Act 2010.

## Get in touch



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## Realising Ambition

