



# Teaching Assistant (SEND)



Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Northbrook Primary Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton  
Chief Executive

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.



**BURSCOUGH  
PRIORY ACADEMY**



**BRINDLE GREGSON  
LANE PRIMARY**



**CHURCHTOWN  
PRIMARY SCHOOL**



**NORTHBROOK  
PRIMARY ACADEMY**



**TARLETON  
ACADEMY**



**LINAKER PRIMARY  
SCHOOL**



**STRIKE LANE  
PRIMARY SCHOOL**



**WELLFIELD  
ACADEMY**



**ORMSKIRK  
SCHOOL**

Dear Applicant,

Thank you for your interest in the position of Teaching Assistant at Northbrook Primary Academy. We are delighted to send you the enclosed information about our school. We hope you that will find it helpful and on behalf of the whole school community.

Northbrook Primary Academy is part of Endeavour Learning Trust and has thrived as part of a successful family of schools. Our children are hardworking, enthusiastic and keen to work with their teachers and the support staff to get the very best out of each and every day at school.

Ours is a happy school; we work together for the good of the team and we are a team where everyone is valued as an individual. In our school we have high expectations but also a pragmatic emphasis on challenge and support. This counts for students and staff, teaching and non-teaching, everyone wants the best for everyone else.

In our team, our staff are committed to improving the experience of our children with a genuine desire to help them become the best person they can be. They are wholly optimistic and driven to making the school the very best it can be. Underpinning all we do is a commitment to developing the children in our school to become kind, well rounded and confident learners. We want to develop young people who believe in, and have the skills, to realise their own worth and potential.

The Trustees and our Local Academy Council are extremely proud of the school's journey and successes to date. We are committed to promoting an ethos and culture of high aspiration and celebration, whilst providing a friendly and inclusive environment underpinned by a pastoral care system that values every member of the school community.

If this sounds like the school for you, read on and would you like to arrange a visit, please contact the school on 01772421599.

Yours faithfully,

Mrs Jillian Shorrocks  
Executive Headteacher

## Teaching Assistant

**Part time, Permanent, Term time only (plus inset)**

**Grade 4 SCP 4-6**

**£24,404 - £25,183 FTE**

**£17,886.77 - £18,457.73 per annum**

At an exciting time in the School's and Trust's journey, we are delighted to offer the opportunity for a Teaching Assistant with a passion for SEND to join our caring and ambitious staff team here at Northbrook Primary Academy.

All of our staff are committed to ensuring that every child, regardless of need or ability, receives the very best education in a calm, inclusive, and nurturing environment. We are determined to break down barriers to learning and leave no stone unturned in raising aspirations and outcomes for all pupils, particularly those with additional needs.

We are looking for an individual who is enthusiastic about supporting children with SEND, and who understands the importance of personalised approaches to learning. The successful candidate will be committed to helping children make the best possible progress not only academically, but also in their communication, social interaction, self-regulation, and independence. Our core aim is to equip all children with the skills, knowledge, and confidence they need to thrive—both within our school and beyond. Pupils benefit from a range of tailored learning opportunities that promote their academic, emotional and personal development.

Why you?

- You can work as part of a team and have strong interpersonal skills and be an excellent communicator
- You have a good understanding of the EYFS and/or KS1 and/or KS2
- You can develop positive relationships with children who need additional support in the classroom

Why join us?

- Join a truly supportive and encouraging team
- Full and continued support from specialist staff within Central Trust Team.
- Access to the Local Government Pension Scheme
- Free on-site parking
- Access to company car lease scheme
- A modern, well-resourced school environment
- 24/7 access to employee wellbeing package
- Encouragement of further and continued professional development
- 50% off Endeavour Children's Holiday Camps

This position is part time, permanent and term time only plus INSET. Working Monday to Friday 8:30am until 3:15pm

### HOW TO APPLY

To apply, please complete an application form in full, along with a personal statement to support your application, outlining the relevant experience you can bring to Endeavour Learning Trust. Please return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

Applications should be submitted by 9am Monday 14<sup>th</sup> July

Interviews are to be held on Wednesday 16<sup>th</sup> and Thursday 17<sup>th</sup> July

If you require any further information please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

### SAFEGUARDING

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## JOB DESCRIPTION



## TEACHING ASSISTANT (SEND)

Under the general supervision and direction of the class teacher and/or SENDCo, the SEND Teaching Assistant will support the planning and delivery of learning activities tailored to meet the individual needs of pupils with Special Educational Needs and Disabilities. This includes monitoring pupil progress, implementing specific intervention programmes, and establishing supportive and constructive relationships with pupils, parents, carers, and other professionals.

The role may also involve providing short-term cover for classes the Teaching Assistant is normally assigned to, in the teacher's unexpected absence.

### Support for Pupils

- Work closely with the class teacher and SENDCo to implement structured, personalised learning activities for individuals and groups of pupils with a wide range of needs, including SEMH, ASC, sensory, and physical needs.
- Monitor and support the personal, social, and emotional development of pupils, recognising and responding to individual needs.
- Establish positive, trusting relationships with pupils to support their wellbeing, progress, and access to the curriculum.
- Assist in the development and review of individual targets, including EHCP outcomes, Individual Education Plans (IEPs), Behaviour Plans, and other pupil support documents.
- Deliver planned interventions and programmes to support cognitive, communication, sensory, or behavioural development.
- Promote independence and self-regulation skills, using strategies consistent with individual needs and support plans.
- Provide physical and emotional support to pupils with complex needs, including personal care, feeding, toileting, and mobility support (e.g., lifting and handling).
- Undertake intimate care tasks, including changing, toileting, and supporting pupils with medical or continence needs, in line with school policies and individual care plans.
- Supervise and support children with challenging behaviours, following risk assessments and behaviour support plans.
- Offer 1:1 or small group support as required to ensure equitable access to learning and participation.
- Communicate effectively with pupils, families, and professionals about progress and complex needs, always maintaining confidentiality and professionalism.
- Support inclusion by working across a range of settings (e.g., classroom, sensory room, playground) and adapting to the emotional and sensory needs of pupils.
- Attend and engage with specialist training, including training related to intimate care, medical conditions, and the specific needs of the children you support.
- Understand that the role may require working in emotionally and physically demanding situations, providing care with sensitivity, dignity, and respect at all times.

### Support for the Teacher

- To Monitor, track, and record the progress, development, and emotional wellbeing of pupils with SEND, using observation, assessment tools, and feedback to inform next steps.
- Assist in the preparation and production of differentiated classroom resources and visual supports (e.g. now/next boards, timetables, sensory tools) tailored to individual pupil needs.
- Undertake classroom-based administrative tasks, including maintaining SEND records, behaviour logs, TLP writing and EHCP support documentation.
- Support the teacher with the supervision and management of pupils' behaviour, using strategies appropriate to each child's individual plan or behaviour support plan.
- Provide short-term class cover in the absence of the class teacher, maintaining routines and ensuring the emotional and physical needs of pupils with SEND are met during this time.
- Provide feedback and relevant information to the class teacher and/or SENDCo to support the planning of personalised work programmes and interventions.
- Liaise with the school's nominated staff member regarding pupil absences, particularly where these relate to SEND, health, or safeguarding concerns.
- Assist with the planning and preparation of out-of-school or off-site learning activities, ensuring appropriate risk assessments and support plans are in place.
- Carry out clerical and administrative tasks, including the collection and recording of money, preparation of home-school communication tools (e.g., diaries), and

## JOB DESCRIPTION



## TEACHING ASSISTANT (SEND)

### Support for the School

- To assist in providing an atmosphere in which effective learning can take place.
- Contribute to creating and maintaining an inclusive, calm, and supportive learning environment that enables pupils with SEND to feel safe, valued, and ready to learn.
- Support the promotion of positive and professional relationships with parents, carers, and external professionals (e.g., Speech and Language Therapists, Educational Psychologists, Occupational Therapists), ensuring clear communication around pupil needs and progress.
- Work in line with all school and Trust policies and procedures, particularly those relating to SEND, inclusion, behaviour, safeguarding, and intimate care.
- Attend staff training and specialist SEND CPD (e.g., Team Teach, Makaton, PECS, sensory processing, intimate care, moving and handling) to continually develop skills and understanding of the pupils you support.
- Promote and model health and safety awareness, ensuring pupils with physical and medical needs are supported safely and appropriately, and report concerns to the appropriate staff member.
- Maintain confidentiality at all times, especially in matters related to pupil health, behaviour, care, and family circumstances.
- Provide administrative support related to SEND where needed, such as supporting the organisation of EHCP meetings, preparing resources, or updating communication logs and provision maps.
- Participate in duty rotas during unstructured times (e.g., break, lunch) with particular attention to supervising and supporting pupils with SEND in managing transitions, sensory needs, and social interactions.
- Supervise and support pupils beyond lesson times (e.g., before/after school clubs, breakfast provision), where appropriate and within contracted hours, ensuring consistency in care and support.
- Accompany staff and pupils on school visits, off-site learning, and enrichment activities, providing 1:1 or small group support and managing individual care/medical needs as required.
- Take reasonable care for your own and others' health and safety, particularly when using specialist equipment, engaging in manual handling, or working in a sensory or high-needs environment.
- Comply with all relevant health and safety procedures, reporting risks and concerns to the Assistant Head responsible for Health & Safety.
- Actively support the school and Trust ethos, values, and strategic objectives, promoting inclusion and equity for all learners.
- Uphold and champion the school and Trust's Child Protection and Safeguarding policies, recognising and reporting concerns in line with procedures and training.

### Health and Safety

- Provide basic first aid, liaising with senior leaders and medical staff and if appropriate referral to health service in emergency cases.
- May be asked to administer medications subject to agreement and in line with school policy.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare and fire procedures.
- Work to the school's policies.
- Ensure pupils with SEND have safe access to learning activities, including appropriate use of specialist equipment, mobility aids, and sensory resources.

## PERSON SPECIFICATION

<b>Personal Attributes required (on the basis of the job description)</b>	<b>Essential (E) Or Desirable (D)</b>	<b>Identified by: Application Form (AF), Interview (I), Test (T) or other</b>
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
NVQ Level 2 or equivalent qualification / 5 GCSE's A* - C including English and Mathematics/Grade 9 to 5	D	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	D	AF
Commitment to ongoing CPD in SEND (or willingness to	E	AF/I
<b>EXPERIENCE</b>		
The successful candidate will have:		
Experience of working with or caring for children of relevant age	E	AF/I
Experience of working with students with medical needs	D	AF/I
Experience of working in a relevant classroom/service environment	D	AF/I
Experience of writing a targeted learning plan	D	AF/I
Experience of supporting pupils with challenging behaviour	D	AF/I
Experience of supporting pupils with additional needs	E	AF/I
Experience of intimate care, feeding, toileting or personal care	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Ability to operate at a level of understanding and competence equivalent to NVQ level 2 standard	E	AF/I
Demonstrate that they are able to develop effective working relationships	E	AF/I
Capable of working effectively as a member of a team	E	AF/I
Evidence of organising tasks efficiently to deadlines with strong attention to detail and accuracy	E	AF/I
Accuracy and attention to detail incorporating good numeracy and literacy and IT skills	E	AF/I
Adaptable with a flexible approach to work	E	AF/I

Operate a computer and other standard office equipment	E	AF/I
Have excellent time management skills	E	AF/I
Understanding of a range of SEND needs and support strategies	D	AF/I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
Ability to form effective and appropriate working relationships/boundaries with young people	E	AF/I
Ability to handle highly confidential or sensitive information in an appropriate and secure manner	E	AF/I
Evidence of demonstrating discretion and confidentiality	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
To be willing to undertake first aid training & manual handling training	E	AF/I
Maintain effective working relationships with school, staff and students and those encountered in the course of work	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Committed to inclusive education and safeguarding children	E	AF/I
Willingness to contribute to the wider life of the school	E	AF/I
A flexible and positive attitude to meet changing needs	E	AF/I
<b>OTHER</b>		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I