



SEND Teaching Assistant – Term Time only

Required from September 2025

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Provided as a separate document on the website:

- Application Form

The Appointment

At Birkdale School, we believe every child deserves the opportunity to flourish and achieve. We are seeking a dedicated and compassionate Special Educational Needs (SEND) Teaching Assistant to join our small, supportive team, working closely with our children who have special educational needs.

In this rewarding role, you will help unlock each child's unique potential, empowering them to thrive academically and socially, while ensuring they feel valued and fully integrated into school life.

The role of SEND Teaching Assistant will be based at our Senior School, which is located on Oakholme Road, Sheffield. The position is term-time only, working Monday - Friday 8.30am - 4pm.

Our Teaching Assistants at Birkdale are part of the whole school team. Their job is to help provide a stable, secure and stimulating environment for all pupils, which encourages and assists in their social, emotional, academic and physical development. Our SEND team consists of our SENDCO, Assistant SENDCO, SEND Teacher, and SEND Teaching Assistants. The team provides valuable support and guidance to our pupils and staff alike to ensure that all the children at Birkdale reach their full potential.

Key Responsibilities

The primary role of the Teaching Assistant is to support pupils with Special Educational Needs (SEND) across the senior school. The successful applicant will work within the classroom, small group settings, and provide 1:1 interventions to ensure that all pupils, regardless of their specific needs, have access to a high-quality education and are supported in reaching their full potential.

In-Class Support:

- Provide tailored support for pupils with SEND within mainstream classrooms, ensuring their access to the curriculum.
- Collaborate with teachers to modify resources and differentiate instructions to meet individual learning needs.
- Assist in the implementation of personalised learning strategies and support plans.

1:1 and Small Group Interventions:

- Deliver targeted interventions in small groups or on a one-to-one basis, addressing specific academic, emotional, and behavioural needs.
- Work on developing key skills such as literacy, numeracy, social communication, organisation and emotional regulation.
- Track pupil progress in intervention sessions and report back to the SENDCO (Special Educational Needs and Disabilities Coordinator), and teaching staff.

One page profiles

- Support the development and implementation of One Page Profiles for pupils with SEND.
- Monitor pupil progress providing regular feedback to the SENDCO, teachers, and parents.
- Contribute to SEND reviews, offering insights from day-to-day work with the pupils.
- Have a working knowledge of Provision Map for record keeping.

Collaboration with Staff:

- Work closely with class teachers, the SENDCO and other professionals e.g., educational psychologists, speech and language therapists, to provide cohesive support for SEND pupils.

- Attend and contribute to meetings, training, and planning sessions aimed at improving SEND provision.

Behaviour and Emotional Support:

- Assist with managing challenging behaviour in accordance with school policies, promoting positive behaviour strategies.
- Provide emotional support to pupils, helping them develop coping strategies and resilience.

Adaptation of Learning Materials:

- Assist in the preparation and adaptation of learning resources and materials to ensure they are accessible to all pupils, including those with SEND.
- Use assistive technology and other resources where necessary to support learning.

Support for Transition:

- Assist in planning and preparing pupils for changes in school routines or environments.

Reporting:

- Provide regular updates to teachers and the SENDCo regarding pupil development and any issues that arise.

Continued Professional Development:

- To access learning to inform practice, as required

Person Specification

Essential Criteria

- Good level of numeracy, literacy and IT.
- GCSE or equivalent level pass in Maths and English.
- Experience teaching a systematic synthetic phonics programme would be desirable.
- Requirement to be flexible, reliable and have good communication skills.
- Be in sympathy with the strong Christian ethos of Birkdale School.
- Be able to work within organisational procedures and meet the required standards for the role.
- Be able to work collaboratively and supportively with school colleagues.
- Be able to relate effectively to parents and to pupils.
- Be resilient and demonstrate an ability to work well under pressure.
- Display commitment to the protection and safeguarding of children and young people, and be able to form and maintain appropriate relationships.
- Flexibility to attend inset days and twilight training as and when required.
- Awareness of safeguarding responsibilities of working in a school (further training will be given).

Desirable Criteria

- Previous experience of working in a school would be advantageous.
- Experience and knowledge of the independent sector.
- Teaching Assistant related qualification.
- Previous experience supporting children or young people with special educational needs and disabilities, ideally in a school setting.
- Experience working within a classroom environment, supporting teachers and delivering interventions or learning support.

- Familiarity with a range of SEND, including autism, ADHD, dyslexia, and social, emotional, and mental health needs.
- Experience planning or adapting activities to ensure accessibility and inclusion for all learners.
- Additional training or certification related to SEND (e.g., autism awareness, Team Teach, Makaton).

School Information

Birkdale is a very successful independent day school located in Sheffield for children aged from 4 to 18, amounting altogether to 770+ pupils. Birkdale is located on three sites in south-west Sheffield, the 11-18 (Y7 to Y13) Senior School, the 4-11 (Reception to Y6) Prep School and the playing fields at Castle Dyke.

Birkdale is the only HMC (Headmasters' and Headmistresses' Conference) school in South Yorkshire and the Head Master is also a member of the Society of Heads. The Head of the Preparatory School is a member of IAPS (The Independent Association of Preparatory Schools).

The Christian ethos of the school manifests itself in the particularly friendly and supportive atmosphere. A good proportion of the staff are committed Christians, although as a community Birkdale is open to all, whatever their beliefs.

There have been some exciting developments in recent years which include, the introduction of girls at Birkdale. While the Sixth Form has been coeducational for over 30 years, from September 2020 Birkdale began the process of moving to being a fully co-educational school. As of September 2024 Birkdale has welcomed girls throughout the Prep School and into Y7 at the Senior School.

Please visit our school website for additional information.

<https://www.birkdaleschool.org.uk/>



Key Terms and Conditions

- The working hours will be 08:30am – 4pm Monday to Friday during term time including 2 inset days in September and January. You may wish to note that the length of Birkdale's terms are slightly shorter than those of a maintained school and therefore the school holidays are longer. Term dates are on the school website.
- **Salary** will be point 24 of the Birkdale non-teaching pay scale which is £26,294 FTE. The salary will be pro-rated to take into account the role being term time only to £22,321.
- **Pension:** Birkdale offers an attractive private salary sacrifice pension scheme through Aviva.
- **Sick pay:** The company sick pay scheme, provides ex-gratia sick pay at the full rate for up to 3 months in any 12 months, with 50% income protection for extended sickness
- **Additional Benefits:** Death in service and access to additional wellbeing and health support including unlimited, 24/7 remote GP appointments, Unlimited mental health support, Physiotherapy, Personal training, Nutrition consultations and more.
- Staff are entitled to a **remission of school fees** amounting to 71.6% for full-time staff and pro rata for part-time, part year staff. Please note as this role is a term time only, the salary and any remission on fees will be pro-rated accordingly.
- During term time, **lunch** is provided to staff on site.
- **Car parking** is available on site.

Application Procedure

1. A cover letter **addressed to Ben Bowles, Head** of no more than one side of A4 explaining why you would like this role and the skills and experiences you can bring to it (minimum font size of 11)
2. A completed Birkdale School application form which includes the names, addresses, e-mail addresses and telephone numbers of two referees

Closing date for applications – 2nd June 2025 at 12.00 noon.

Interviews – w/c Tuesday 10th June 2025

Email your application to: Ben Bowles, Head at Recruit@birkdalschool.org.uk by the closing date.

For an informal discussion regarding the role please do not hesitate to contact the email address above to arrange a discussion or ask any questions.

Applicants who do not provide a Covering Letter and Application Form, as stipulated, will unfortunately not be considered. If you have any difficulties in providing this, please do not hesitate to contact the HR team at Recruit@birkdalschool.org.uk

Pre-employment checks

Birkdale School is committed to safeguarding and promoting the welfare of our children and young people. All applicants must be willing to undergo the relevant pre-employment checks relevant to the role.

Current legislation applying to this post includes the The Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) (England and Wales) Order 2008 and the Asylum & Immigration Act 1996. Therefore, the successful candidate will be required to prove their eligibility to work in the UK and undergo appropriate criminal record checks, including an application for an Enhanced Disclosure from the Disclosure and Barring Service. Details of the documentation etc needed in connection with all the above requirements will be sent to the shortlisted candidates. Prior to taking up appointment, we will then request a declaration about medical fitness, and proof of qualifications from the successful candidate.

Under the guidance set by KCSIE Birkdale School will conduct an online search for all shortlisted candidates.

Equal Opportunities Statement

At Birkdale School, we strive to create a supportive and nurturing environment for all individuals. We are dedicated to promoting equality and diversity, providing a level playing field for all of our staff and pupils. We aim to foster an inclusive culture, where diversity is celebrated and where everyone feels empowered, and encouraged to reach their full potential.

We welcome applications from all individuals, regardless of background, and encourage candidates from underrepresented groups to apply. If you meet most of the criteria but are unsure whether to apply, we encourage you to reach out—we value potential and a willingness to grow.