



**Parkstone Grammar School**  
Sopers Lane, Poole, Dorset, BH17 7EP  
01202 605605  
recruitment@parkstone.poole.sch.uk

# Parkstone Grammar School SEN Support Assistant Applicant Pack





## Headteacher's Welcome

As the Headteacher of Parkstone Grammar School, it is my great pleasure to welcome you to our vibrant and dynamic school community. At Parkstone, we are committed to providing an exceptional educational experience that nurtures the intellectual, social, and emotional growth of every student.

We are immensely proud of our strong reputation for combining excellent pastoral support with high-quality teaching to achieve the very best outcomes for our students. Everyone who works at Parkstone is deeply committed to placing students at the heart of all decision-making.

We offer an impressive, broad and balanced academic curriculum at GCSE and A Level, complemented by an extensive range of extra-curricular and enrichment opportunities. Sporting excellence, musical performance, national competitions, and creative activities all flourish here, nurturing the whole child and supporting the well-rounded development we value so highly.

Parkstone Grammar School is a six-form entry selective girls' school with an intake of 192 students into Year 7 and a thriving Sixth Form of nearly 300 students. As a stand-alone academy, we are proud of our independence, yet we benefit greatly from collaboration with Poole Grammar School for Boys, which enables us to offer an outstanding range of A Level subjects. We are also an active member of a formal partnership of South West grammar schools, the South West Academic Trust (SWAT), sharing best practice and innovation.

Our most recent Ofsted inspection in May 2025 rated the school as Good with Outstanding for student behaviour and attitudes, and we continue to build on those strengths. Our financial position is strong, allowing us to invest significantly in our estate and facilities, creating modern, inspiring, and welcoming teaching and learning environments.

Our core values — Commitment, Courage and Compassion — underpin all that we do. They guide our mission to provide an education that not only inspires and empowers our students, but also equips them with the confidence, adaptability and ambition to thrive in an ever-evolving world.

At Parkstone, we believe that our staff are our greatest strength. We deeply value their expertise, commitment and care. The dedication of our teachers, support staff and leaders ensure that every student is known, supported and challenged. We are proud of the collaborative, caring and ambitious professional community that defines our school.

We are seeking an enthusiastic and inspirational SEN Support Assistant — someone who will build on our current successes, champion our values, and join our community with vision and compassion. This is an exceptional opportunity to be part of a thriving and forward-thinking school, helping to shape the lives of our remarkable young people and the dedicated staff who support them.

We look forward to hearing from you.

**David Hallsworth, Headteacher**



*Commitment   Courage   Compassion*



## Our Guiding Principles

- Parkstone will be a seat of exceptional learning where great teachers enjoy autonomy in the classroom to inspire and challenge our able students.
- Very high-quality staff development and peer support to facilitate highly effective learning over time.
- Effective feedback to move students forward in their knowledge and skill development.
- Parkstone will achieve amongst the best schools in the country for the national progress measures at GCSE and A Level.
- A positive ethos underpinned by our values of Commitment, Courage and Compassion.
- Personalised support with highly effective intervention to enable equal access to learning.
- Students will have an understanding of global and national diversity and will be well prepared for life in an ever-evolving world.
- A strong community supported by the staff and student leadership teams.
- Compassionate, high quality advice and guidance to make informed and confident decisions regarding life after Parkstone.
- Opportunities outside the classroom which provide holistic development.
- To engage in initiatives and charity projects to contribute to the local and wider community.
- A broad, balanced and inspiring curriculum appropriate to Parkstone.
- An inspiring learning environment underpinned by a research culture and reflective practice.
- Our community will have high expectations of everyone in line with our Values and Charter.
- To instil a sense of stewardship towards our local, national and global environment.



*Commitment   Courage   Compassion*



## Our School Charter

In our community it is important that we should maintain high standards and take responsibility for our own actions.

### OUR COMMUNITY RESPONSIBILITIES

- To uphold the values of our school
- To treat all persons and the environment of the school with respect
- To apply ourselves to all areas of school life
- To empower all to do our best and to take care of each other
- To challenge any inequality and prejudiced attitudes

### OUR RIGHTS

- To be treated with respect by all members of our community
- To feel safe both emotionally and physically in our school environment
- To participate in all the opportunities that our school offers
- To know where we can access support and guidance
- To be challenged appropriately where we fall short of our responsibilities



*Commitment   Courage   Compassion*



## Safeguarding

Parkstone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All shortlisted candidates will be required to complete a Criminal Records Self-Declaration Form. This will allow the school to identify whether you may be ineligible for a role based on barring or a section 128 direction.

Any successful applicant will be required to undertake an Enhanced DBS Check with Children's Barred List information. They will also be required to provide the relevant criminal record checks for time spent living or working outside of the UK within the last 10 years. Applicants can find further information via [gov.uk](https://www.gov.uk). Please note that any cost for these checks will not be covered by the school.

Further information on safer recruitment processes can be found on our website and we encourage you to read these before submitting your application. Alternatively, please contact our HR Manager if you have any questions by calling the school on 01202 605605.

Our Child Protection Safeguarding Policy can be found on our school website.



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## Equality and Diversity

We are committed to maintaining a community that recognises and celebrates difference within a culture of respect and cooperation. We appreciate that a culture which promotes equality will create a positive environment and a shared sense of belonging for all who work, learn and use the services of our school. We recognise that equality will only be achieved by the whole school community working together – our pupils, staff, trustees and parents/cares.

We recognise that we have duties under the Equality Act 2010 in relation to the school community to eliminate discrimination. Advance equality of opportunity and foster good relations in relation to age (applicable only to staff), disability, race, gender (including issues of transgender), maternity and pregnancy, religion and belief, sexual orientation and marital status (applicable only to staff).

We also recognise that we have a duty under the Education and Inspections Act 2006 to promote community cohesion, i.e. developing good relations across different cultures and groups, which is also covered within our spiritual, moral, social and cultural activities.

We also appreciate that these duties reflect the international human rights standards as expressed in the UN Convention on Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

- All pupils, families and staff are of equal value
- We recognise and respect difference
- We foster positive attitudes and relationships, and a share sense of cohesion and belonging
- We observe good equalities practice in relation to staff
- We aim to reduce and remove inequalities and barriers that already exist
- We consult and involve ensuring views are heard
- We aim to foster greater community cohesion
- We base our practices on sound evidence
- We set ourselves specific and measurable equality objectives



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## Benefits

Parkstone is pleased to be able to offer all staff members:

### Core Benefits

- A contributory pension scheme relevant to your role (including access to Teacher and Local Government Schemes).
- Occupational sick pay.
- Tailored Continuous Professional Development (CPD) through the South Central Teaching Hub.
- Free access to the Employee Assistance Programme (EAP) - confidential support network that offers expert advice and compassionate guidance 24/7 covering a wide range of issues, such as: Legal Information, Bereavement Support and Online CBT among much more.
- All staff are entitled to a 'Golden Day' once a year – a paid day off or part time equivalent.
- Specsavers voucher for eye test and amount towards glasses if needed for DSE use.
- Four additional non-teaching days throughout the year, allowing for department planning time.
- Two disaggregated INSET days, allowing for an earlier finish at the end of the Summer term.
- Free Yoga and Pilates sessions throughout the term.
- Termly Staff Wellbeing and Workload groups to raise and solve issues.

### Flexible Benefits

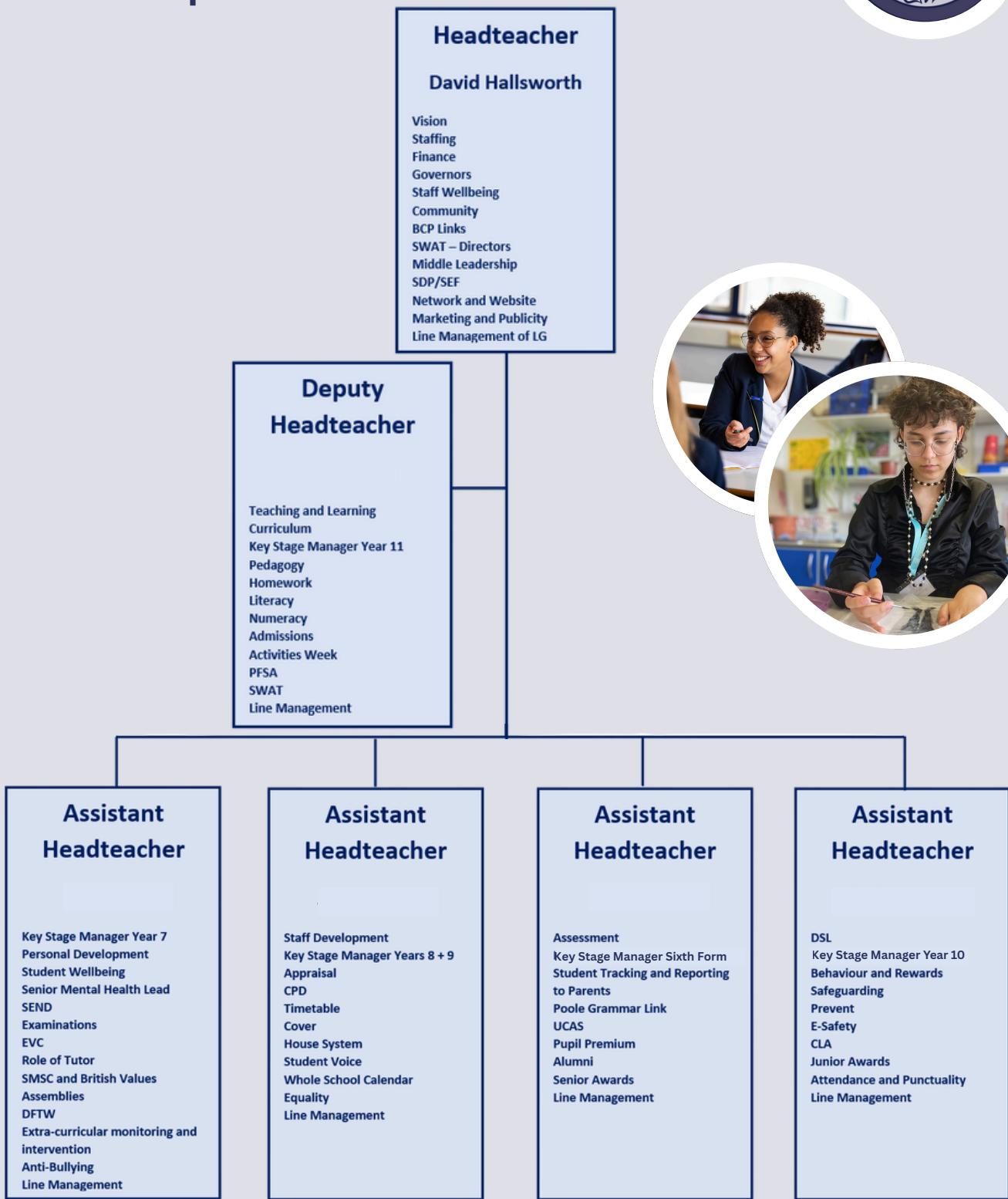
- Cycle to work scheme
- Eligibility to join The Blue Light Card discount scheme



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# Leadership Structure



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# Job Description

Required as soon as possible

## Scale E, Points 7-11

37 hours per week – 8.00am 4.30pm Monday to Thursday and 8.00am - 4.00pm on a Friday – with an hour unpaid lunch break per day

39 working weeks per year – term-time plus 5 training days

### MAIN JOB PURPOSE

- To assist in delivering the provision for pupils identified as having Special Educational Needs (SEND); including promoting high quality teaching, effective use of resources, and high standards of learning and achievement for all pupils.

### EXPERIENCE, KNOWLEDGE AND SKILLS REQUIRED

- Have experience of working with children with special educational needs in a Secondary School setting;
- Already have qualifications in one or more areas of SEND or experience in delivering SEND based interventions;
- Have an interest in how children learn and behave;
- Provide an appropriate role model of behaviour, control and resilience at all times;
- Really care about students, particularly those who have barriers to learning effectively;
- Respect and maintain professional confidentiality but have regard to the safe guarding protocols of information sharing where necessary;
- To attend in service training and meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.



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## MAIN RESPONSIBILITIES AND DUTIES

### Supporting Students:

- To work 1:1 with students, with either individuals or small groups outside of the classroom;
- Establish positive relationships with the student/s supported;
- Maintain high expectations for the student/s being supported;
- To develop knowledge of the particular needs of the students and seek advice from the SEND Team, class teacher and outside agencies as required;
- To make or modify resources as suggested and advised by the SEND Team, Educational Psychologist or other outside agencies;
- Provide positive reinforcements, praise and rewards to students;
- Facilitate inclusion in small group activities with peers and support interaction between them.

### Supporting SENDco:

- To work with the SEND team in delivering the provision for SEND within school;
- To manage appropriate resources for Special Needs and Learning Support and ensure that they are used efficiently, effectively and safely;
- Attend regular reviews and relevant school meetings as appropriate;
- Attend training sessions as appropriate;
- To support learning of students as allocated by the SENDco and in coordination with the Pastoral Team and Leadership Group;
- Forwarding SEN information to transfer schools;
- To collate, input and assess a range of data required to update the SEN Records;
- To collate, input and assess a range of data required to update student information;
- To enter SEN data and create reports for student tracking;
- To assist in managing appointments for the SEN Team.

## ACCOUNTABILITY

The SEN Support Assistant is accountable to the SENDco



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## Person Specification

Attribute	Essential	Desirable
<b>PROFESSIONAL</b>		
Numerate/literate to at least GCSE standard or equivalent	✓	✓
Competent within Microsoft Word and Outlook		✓
Strong interpersonal and communication skills	✓	
Experience of working with young people	✓	
Knowledge of working with students with Special Educational		✓
Needs		
Experience working with Neuro-divergent students		✓
Knowledge of Trauma Informed Practices, or willingness to attend		✓
training in this area		
Knowledge of working with Hearing Impaired students or		✓
willingness to attend training in this area		
Knowledge of Dyslexia support or willingness to attend training in		✓
this area		
Experience as a Communication Champion for Speech and		
Language support		✓
<b>PERSONAL</b>		
Proactive	✓	
Professional attitude	✓	
Smart, professional appearance	✓	
Ability to work effectively under pressure	✓	
Strong team player, being aware and supportive of colleagues	✓	
Ability to use initiative	✓	
Flexible/adaptable approach	✓	
Ability to relate positively with young people in one to one or		✓
small group settings		
Ability to communicate effectively with groups of students and		✓
staff		
Sense of humour	✓	
Reliable	✓	
Enthusiastic and keen to embrace new opportunities	✓	
Willingness of spirit	✓	
Commitment to the school	✓	



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## Applying for the SEN Support Assistant post

Candidates should apply by school application form only. Application forms are available on the school website, or upon request from the HR Manager by emailing [recruitment@parkstone.poole.sch.uk](mailto:recruitment@parkstone.poole.sch.uk)

**Closing Date: 9.00 am on Monday 23 February 2026**

**Interviews: TBC**



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## Contact us

If you would like more information about Parkstone Grammar School please email [recruitment@parkstone.poole.sch.uk](mailto:recruitment@parkstone.poole.sch.uk)

Alternatively, if you wish to discuss the vacancy please call 01202 605605 8.00 – 4.30 Monday to Thursday and 8.00 – 4.00 on a Friday.

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