

Job Information Pack

SEND Teaching Assistant



Birkdale
School

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Welcome to Birkdale

Thank you for your interest in this role at Birkdale School. I hope this information pack provides you with everything you need to know about the vacancy, our school, and why we are proud to be a family where everyone is stronger together.

Birkdale is a special place for boys and girls aged 4 to 18, from our Prep School through to the Sixth Form. Our pupils learn and play alongside each other, supported by outstanding, passionate teachers and staff. We are dedicated to developing every individual's potential while achieving the best possible academic results.

We are a welcoming, happy, and aspirational environment, featuring small classes and expert teaching. This approach allows our pupils to learn effectively and achieve highly; typically, around two-thirds of all GCSE grades achieved are between grades 7 to 9.

We also offer a large number of extra-curricular activities in sport, music, drama, and other pastimes that enrich our students' lives and help them develop new skills.

Our high expectations, huge breadth of activity, and outstanding pastoral care are all rooted in our strong Christian ethos, which characterises the education we offer.

I look forward to potentially welcoming you to Birkdale soon

With best wishes,

Mr Ben Bowles

Head, Birkdale School

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The Role

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.

This exciting new opportunity is temporary for one year, subject to funding. This rewarding role is predominantly to support an individual pupil, helping to unlock their 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 a 1-year fixed term post working term-time only, 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 this teaching assistant will be to support a pupil as part of their EHCP provision.

The successful applicant will work within the classroom 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 Support

- 1:1 delivering targeted interventions addressing specific academic, emotional and behavioural needs as outlined in their EHCP
- Ensuring learning activities are accessible to the pupil's specific needs as outlined in their EHCP.
- Use assistive technology and other resources where necessary to support learning
- Encourage engagement and use strategies to support communication, sensory needs, and emotional regulation
- Promote inclusion and foster independence while ensuring the pupil is safely integrated into classroom activities and socially integrated with peers.
- Monitor pupil progress academically, socially and emotionally, keep accurate records, through provision map software, and feedback to SENDCo, teaching staff and parents.

One page profile

- Support the development and implementation of One Page profiles
- Contribute to the review meetings offering insights from day-to-day work experiences.

Collaboration with Staff:

- Work closely in collaboration with the Class Teacher, SENDCo, and external professionals (e.g., Speech and Language Therapists) to implement and track progress against individual targets.
- Attend and contribute to meetings pertaining to individual's targets and progress relating to their EHCP.
- Attend and contribute to meetings, training, and planning sessions aimed at improving SEND provision.



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Behavioural 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.

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

- Demonstrate/evidence an understanding of Autism and related practice
- GCSE passes in Maths and English
- Evidence of study beyond level 2
- Requirement to be flexible, reliable and have excellent communication skills
- Work collaboratively and supportively with school colleagues.
- Work within organisational procedures and meet the required standards for the role.
- Relate effectively to parents and to pupils.
- Be resilient and demonstrate an ability to work well under pressure.
- Awareness of safeguarding responsibilities and 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.
- Be sympathetic to the strong Christian ethos of Birkdale School.

Desirable Criteria

- Previous experience of working in a school and with Autistic children would be advantageous.
- Previous experience supporting children or young people with special educational needs and disabilities, ideally in a school setting.
- Experience and knowledge of the independent sector.
- Teaching Assistant related qualification.
- 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).



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Birkdale is a very successful independent day school located in Sheffield for children aged from 4 to 18, amounting altogether to 720+ 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 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. From September 2020, Birkdale began the process of moving from being a school for boys only, with a co-educational sixth form to being a fully co-educational school with girls joining the Prep school initially, and from September 2024 joining the Senior school also.

This is an exciting time to join our school.

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- The working hours will be 08:30am – 4pm Monday to Friday during term time including 2 inset days in September and January and is a 1-year fixed term role. 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 £27,608. The salary will be pro-rated to take into account the role being term time only to £23,906.
- **Pension:** Birkdale offers an attractive private salary sacrifice pension scheme APTIS with Aviva which is open to staff with a 6% employer contribution.
- Staff are entitled to a **remission of school fees** amounting up to 71.6% for full-time staff and pro rata for part-time and part year working staff. Please note as this role is term time only, the salary and any remission on fees will be pro-rated accordingly.
- **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.
- During term time, **lunch is provided** to staff on site and **Car parking** is available on site.



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How To Apply

Please submit:

- **A cover letter** addressed to Ben Bowles, Head of no more than one side of A4 explaining why you are interested in the role, and the skills and experiences you can bring to it (minimum font size of 11)
- **A completed Birkdale School application form** which includes the names, addresses, e-mail addresses and telephone numbers of two referees. [This can be found on our website >>](#)

Recruitment timetable:

- **Closing date for applications** – Monday 7th September 2026 at 9.am.
- **Interviews** - Monday 14th September 2026.

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

For an informal discussion regarding the role please do not hesitate to contact the above email address with any questions you may have. 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@birkdaleschool.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

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 learn.

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