

# St Hilary School



## SEN Teaching Assistant

### APPLICATION PACK





**St Hilary School**  
**School Lane**  
**St Hilary**  
**Penzance**  
**TR20 9DR**

**Salary: £24,309 FTE**

**Fixed Term - July 2026 - Part Time**

[www.st-hilary.cornwall.sch.uk](http://www.st-hilary.cornwall.sch.uk)

## SEN Teaching Assistant

### About us:

At St Hilary School, our motto is simple but powerful: *"The Best We Can Be."*

We are a friendly, and ambitious primary school of around 200 children, where every child is valued, nurtured, and inspired to achieve their very best. Our school values — Excellence, Evolution, and Equity — are at the heart of everything we do.

We are proud of our warm, supportive atmosphere and strong sense of community. We are constantly evolving to meet the needs of our children. Recently, we introduced our brand-new Nurture Hub — a welcoming space designed to support children's emotional well-being, build their confidence, and help them develop resilience. Alongside this, we are a Trauma-Informed School (TIS) and embed restorative justice practices so every child feels safe, respected, and supported.

### The role:

We are seeking an enthusiastic, caring, and resilient SEND Teaching Assistant to join our dedicated team. This is a truly rewarding opportunity to make a real difference to children's lives every day.

Working closely with class teachers and the SENDCo, you will:

- Support children with a range of special educational needs, both 1:1 and in small groups.
- Build positive, trusting relationships with children, staff, and families.
- Adapt activities to ensure all learners can participate fully.
- Encourage resilience, creativity, and a love of learning.
- Be an active and valued member of our close-knit school team.

### St Hilary School offers:

- A Headteacher and governing body with a real commitment to doing what is best for our staff, children and the community.
- The opportunity to work as part of a well-established, hardworking, dedicated, supportive and friendly team.
- A forward-thinking and positive ethos for all staff, governors and children.
- Children who are hardworking and eager to learn.
- A warm, welcoming, and inclusive school community.
- A chance to work in a school where every child is known and valued.
- Support from experienced teachers, SENDCo, and senior leaders.
- Ongoing training and professional development opportunities, including TIS and restorative approaches.
- Opportunities to engage with our innovative Nurture Hub and wider school projects.
- The joy of making a real and lasting impact on children's lives.

### Successful candidates will:

- Have a professional, friendly, flexible and enthusiastic approach to work
- Have a genuine commitment to the pastoral care of our children.
- Be passionate about helping children succeed and flourish.

- Be patient, calm, and positive — even on the tricky days.
- Be a great communicator, able to build strong relationships with children and adults.
- Be flexible and creative in finding solutions to meet individual needs.
- Be committed to learning and professional growth.

Experience supporting children with SEND is desirable but not essential. The right values, energy, and determination to make a difference matter most.

#### **A Word from Our Headteacher**

“Every child deserves to shine, and with the right support, they can. At St Hilary School, we live our motto *‘The Best We Can Be.’* If you believe in children, share our values of **Excellence, Evolution, and Equity**, and want to be part of an exciting journey — from our new Nurture Hub to our Trauma-Informed and restorative practices — we would love you to join our team.”

An application form and information pack are available via our School website [www.st-hilary.cornwall.sch.uk](http://www.st-hilary.cornwall.sch.uk) or on request by telephoning the School on 01736 763324.

Leading Edge Academies Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

For further information or an application pack, please contact the School Business Manager, Charlotte Fraser:  
[cfraser@st-hilary.cornwall.sch.uk](mailto:cfraser@st-hilary.cornwall.sch.uk)

**Closing date for applications:** midday on Monday 13 October 2025  
**Shortlisting:** w/c 13 October 2025  
**Interviews:** w/c 13 October 2025

## Notes to Applicant

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Dear Applicant,

### **Application**

If you wish to apply, please either email your application to Charlotte Fraser, Business Manager [cfraser@st-hilary.cornwall.sch.uk](mailto:cfraser@st-hilary.cornwall.sch.uk) (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below. Where possible, please also provide email addresses for your referees.

**In particular, when completing the application form, please show how you meet the selected criteria in the job specification.**

In line with safeguarding practices, we are unable to accept CVs.

### **Closing Date**

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application had not been successful.

### **Interview**

Interviews for the post will take place week commencing 13th October 2025.

St Hilary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our Safeguarding and Child Protection Policy can be found on our website [www.st-hilary.cornwall.sch.uk](http://www.st-hilary.cornwall.sch.uk).

### **Successful Applicant**

St Hilary School is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information  
Receipt of two satisfactory employer references one of which must be from your current or most recent employer  
Satisfactory verification of relevant qualifications  
Satisfactory health check

All new employees will be required to undertake mandatory training required by the school.

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## Job Description

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<b>Post Title:</b>	SEN Teaching Assistant
<b>Purpose:</b>	to work in a 1:1 role with a pupil in our school who needs additional support in accessing their learning
<b>Reporting to:</b>	Headteacher/SENDCo/Teaching staff
<b>Working time:</b>	15.00 hrs per week 8.40am - 12.00pm Mon - Fri 38.2 weeks per year Part time, job share considered
<b>Salary/Grade:</b>	£24,309 FTE £8,279 actual
<b>Disclosure level:</b>	Enhanced

### MAIN DUTIES

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed annually to reflect the plans, growth and development of the school.

<b>JOB PURPOSE</b>
<ul style="list-style-type: none"> <li>Under the direct instruction of teaching staff to work with a child on a 1:1 basis in the classroom to provide physical/general care and assist with their learning.</li> </ul>
<b>MAIN DUTIES AND RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>To provide for the child's welfare/personal care both individually and in groups and ensure their safety.</li> <li>Promote inclusion, act as a role model, show awareness of individual needs and respond to them.</li> <li>Encourage child interaction and engagement with teacher led activities.</li> <li>Prepare and routinely maintain classroom materials/resources/displays, assist children in their use, clear afterwards and display children's work.</li> <li>Support and supervise children in lessons in relation to local and national learning strategies e.g. literacy, numeracy and key stage 2 tasks and using basic ICT to promote learning.</li> <li>Support the teacher in managing behaviour, report difficulties as appropriate.</li> <li>Undertake child record keeping, gather and report information from and to parents/carers as required.</li> <li>Provide clerical and administrative support where appropriate e.g. photocopying, typing, filing</li> <li>Actively support the schools equal opportunity policies and ensure that all pupils have an equal access to opportunities to learn and develop.</li> <li>Assist with the supervision of children out of lesson times and accompany school trips and other out of school activities with the teacher as required.</li> </ul>
<b>SAFEGUARDING</b>
<ul style="list-style-type: none"> <li>To be aware of and adhere to the school's child protection policy and procedures, and to report any concerns under such procedures which may be observed during the course of duty.</li> <li>To complete statutory safeguard training.</li> </ul>
<b>OTHER</b>
<ul style="list-style-type: none"> <li>To have professional regard for the ethos, policies and practices of the school in which you work, and maintain high standards in your own attendance and punctuality.</li> <li>Be aware of and take part in the schools performance management framework and participate in training and development activities as required.</li> <li>Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.</li> <li>To undertake any other duties appropriate to the post as required.</li> </ul>

**This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation and the job description will be reviewed annually as part of the Performance Management process.**

## Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	RECRUITING METHOD
<b>Education and Training</b>	GCSE's or equivalent to include Maths & English at a C grade or above	A relevant qualification in Childcare and/or in Education	Application
<b>Skills and Experience</b>	Previous experience of working as a teaching assistant within a primary school setting	Previous experience of working with SEND children	Application/Interview
<b>Knowledge and Understanding</b>	<p>The needs of young children</p> <p>Child development and the ways in which children learn</p> <p>The roles played by various adults in a child's education</p> <p>Behaviour management strategies</p> <p>Equal opportunities</p> <p>Safeguarding</p>		Application/Interview
<b>Specialist Skills</b>	<p>Help professional staff to achieve their objectives</p> <p>Assist children on an individual basis, in small group and whole class work</p> <p>Explain tasks simply and clearly and foster independence</p> <p>Supervise children, and adhere to defined behaviour management policies</p> <p>Accept and respond to authority and supervision</p> <p>Work with guidance, but under limited supervision</p>	<p>Monitor, record and make basic assessments about individual progress</p> <p>Suggest alternative ways of helping children if they are unable to understand</p> <p>Describe, in simple terms, the process of behaviour management with children</p> <p>Identify gaps in their own experience that they need help in filling</p> <p>Demonstrate the ability to learn and adapt from past experience</p>	Application/Interview

	<p>Liaise and communicate effectively with others</p> <p>Demonstrate good organisational skills</p> <p>Reflect on and develop professional practice</p> <p>Display work effectively, and make and maintain basic teaching resources</p>		
<b>Behaviours and Values</b>	<p>A professional, friendly, flexible and enthusiastic approach to work</p> <p>A positive “can do” attitude that seeks solutions to a problem</p> <p>Enjoys working with children</p> <p>To be discreet and act in a confidential manner</p> <p>Ability to work on own initiative and within a team</p>		Interview