THE HAYES PRIMARY SCHOOL
SEN SUPPORT TEACHING ASSISTANT (1:1) LEVEL 2
AND MIDDAY SUPERVISOR

SEN Teaching Assistant: Grade 3 - SCP 5 – 7, full time equivalent
23 hours and 45 minutes a week: 8.45 -12.00pm - 1.45pm – 3.15pm
(term time + INSET days)
Midday Supervisor: Grade 1 – SCP 2 – 3, full time equivalent
6 hours and 15 mins a week: 12.00pm – 1.15pm (term time + INSET days)

Closing date: Friday 25th September 2026 @ 12pm
Interviews: Thursday 1st October 2026
Tenable from: as soon as possible

The Hayes Primary School is a two-form entry primary school, situated in Kenley. We are proud of our academic standards, which remain high, and all pupils are encouraged to strive for their best, through carefully planned learning opportunities, provided by an excellent team of staff. We also ensure that children have a rich and broad curriculum with sport, music, art and drama featuring prominently.

We have an exciting opportunity for a confident, enthusiastic individual with a passion for learning and excellent inter-personal skills to join our team as a SEN Teaching Assistant and Midday Supervisor to support our children to be the best they can be. To ensure this happens, we are looking to appoint a special person, to work alongside our supportive and friendly staff team and with our amazing children.

- Do you have the desire to be part of a successful team?
- Are you happy, creative, kind and enthusiastic?
- Do you have high aspirations for all learners?
- Do you have a good standard of English and maths?
- Will you make an impact on children's learning?
- Do you have lots of patience and a willingness to learn?
- Do you have experience of working in schools already or are you looking to start?

We encourage you to visit our school website and if you are invited for interview, you will be given a tour of our school on the day.

Completed application forms should be sent to head@hayesprimary.croydon.sch.uk by noon on Friday 25th September 2026 @ 12pm.

The Hayes Primary School is committed to safeguarding and promoting the welfare of children. This post is subject to a satisfactory enhanced DBS check as well as documentation and qualifications being checked. References will be taken up prior to interview. The school is an equal opportunities employer and welcomes applications from all sections of the community.

THE HAYES PRIMARY SCHOOL
SEN SUPPORT TEACHING ASSISTANT (1:1)
LEVEL 2

Job Title:	**SEN Support Teaching Assistant – (Level 2)**
Division:	The Hayes Primary School
Grade Range (SEN Support Staff):	Grade 3 - SCP 5-7 (Pro Rata) £29,436 - £30,288 full time equivalent
Hours:	23 hours and 45 minutes a week (Term Time + INSET days)
Contract:	Permanent
Location:	The Hayes Primary School, Hayes Lane, Kenley
Reports to:	Head Teacher/Line Manager
Responsible for:	SEND Support for individual pupil with SLCN (Speech, Language, Communication Needs)- ASD
Role Purpose and Role Dimensions:	To work under the instruction and guidance of the teacher or senior staff to undertake work, care and support programmes. This to enable access to learning for a 1:1 child/small group of pupils under the guidance of the class teacher/SENCO department. Work may be carried out in the classroom or outside the main teaching area.
Commitment to Diversity:	As a member of the school team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also, to commit to continually developing personal understanding of diversity.
Key Internal Contacts:	▪ Head Teacher ▪ Deputy Headteacher- Line Manager ▪ Class Teacher

Job Description

Key Accountabilities:	Key Elements:

Support for Pupils

This will involve:

Core Duties

- Working with children with special educational needs (Speech, Language and Communication Needs and Autism).
- To assist in promoting the learning and personal development of the pupils to whom you are assigned, to enable them to make best use of the educational opportunities available to them.
- To aid pupils to learn as effectively as possible both in group situations and on their own, for example:

✓ *Clarifying and explaining instructions*
✓ *Ensuring the pupil is able to use equipment and materials provided*
✓ *Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs*
✓ *Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc*
✓ *Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task*
✓ *Liaising with class teacher, SENCO and other professionals about EHCPs, contributing to the planning and delivery as appropriate*
✓ *Providing additional nurture to individuals when requested by the class teacher or SENCO*
✓ *Consistently and effectively implementing agreed behaviour management strategies*
✓ *Helping to make appropriate resources to support the pupil.*

- To establish supportive relationships with the pupil and parents concerned.
- To promote the acceptance and inclusion of the pupil with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- To mark pupils' work under the direction of the class teacher.
- To support the pupils in developing communication and social skills both in and out of the classroom.
- To be aware of confidential issues linked to home/pupil/teacher/school.

Additional Duties

- Assisting with the development, implementation and review of Education Health and Care Plans.
- Establishing constructive relationships with pupils in your care and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupil(s) to interact with others and engage in activities led by the teacher.
- Regular liaison with carer/ parent/ outside agencies.

Support for the Teacher

Additional Duties

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
- Establishing constructive relationships with parents/carers.
- Administering routine tests and undertaking routine marking of pupils' work.

Support for the Curriculum

This will involve:

Core Duties

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil response.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

Key Accountabilities and Result Areas:	Key Elements:
Support for the School	**This will involve:** **Core Duties** ▪ Participating in training and other learning activities and performance development as required. **Additional Duties** ▪ Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. ▪ Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop. ▪ Contributing to the overall ethos/work/aims of the school. ▪ Appreciating and supporting the role of other professionals. ▪ Attending and participating in relevant meetings as required. ▪ Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime. ▪ Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.
Green Statement	**This will involve:** ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.
Data Protection	**This will involve:** ▪ Being aware of your responsibilities under the Data Protection Act 2018 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
Confidentiality	**This will involve:** ▪ Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place to raise matters of concern regarding such issues as bad practice or mismanagement.
Equalities	The Hayes Primary School has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.
Health and Safety	Every employee is responsible for their own Health & Safety, as well as that of colleagues, children the public. Employees should follow established systems of work, use protective equipment where necessary and report defectives and hazards to the Head Teacher or Site Manager.
To contribute as an effective and collaborative member of the school team	**This will involve:** ▪ Participating in training to be able to demonstrate competence. ▪ Participating in first aid training as required. ▪ Participating in the ongoing development, implementation and monitoring of the school improvement plan. ▪ Championing the professional integrity of the School ▪ Actively sharing feedback on School policies and interventions.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed…… (TA)

Signed…… (HT/DHT)

Date……

Person Specification

Job Title:	**SEN Support Teaching Assistant, 1:1 – (Level 2)**
Essential knowledge:	▪ NVQ 2 for Teaching Assistants or equivalent qualifications or experience. ▪ Understanding of relevant polices/codes of practice and awareness of relevant legislation. ▪ General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. ▪ Understanding of child development and learning. ▪ Knowledge and experience of supporting children with additional needs.
Essential skills and abilities:	▪ Has worked with children with SEND on a 1:2:1 in a classroom setting. ▪ Ability to prepare and teach effective lessons considering the individual needs of learners. ▪ Good numeracy/literacy skills. ▪ Effective use of ICT to support learning. ▪ Ability to self-evaluate learning needs and actively seek learning opportunities. ▪ Ability to relate well to children and adults. ▪ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
Essential experience:	▪ Recent experience working with children with special educational needs, in a primary school or specialist SEND environment. ▪ A proven record of teaching/supporting SEND children with a range of needs, on a 1:2:1 basis. ▪ Working with, or caring for, children of relevant age.
Desirable experience:	▪ Has worked with children with Autistic Spectrum Disorders and/or Speech, Language and Communication Needs. ▪ First aid training/training as appropriate.
Special conditions:	▪ Enhanced CRB check.