



The Academy at St James

SEND Teaching Assistant

Band 7 SCP 11-17

32.5 hours per week, Term Time only

Application Pack





Dear Candidate,

Post: SEN Teaching Assistant

I would like to thank you for expressing interest in the above opportunity at our school. We are seeking a dedicated Teaching Assistant who enjoys working with a diverse range of children with Special Educational Needs. We offer a fantastic environment alongside skilled and dedicated staff, providing an opportunity to expand your skills by joining our team and making a difference.

As a Headteacher, I firmly believe that every moment matters! Our job is to provide an engaging and exciting curriculum for all our children, developing their literacy and numeracy skills so they can succeed in later life. We also work closely with parents and our local community to raise aspirations for all. I am very excited about the opportunity to develop and strengthen our existing team, providing people with opportunities to grow and gain valuable experience, which will benefit you and our organisation. If you'd like to see more of our day-to-day life at school, you can follow us on our website, Facebook page (<https://www.facebook.com/academystjames>), or on Twitter (@church_prim). We are also very proud of our latest Ofsted report, which rated the Academy as Good, with Outstanding Leadership and Management.

Our Academy is a member of Bradford Diocesan Academies Trust (BDAT), which means all our schools and employees can access great support from an experienced and caring Trust. There is more information about BDAT later in this pack.

Everyone can achieve at the Academy St James, and through working in partnership, we can create many magical memories. I have been at St. James for over seven years, and we have witnessed numerous positive changes. I believe this is an exceptional time to join our team as we continue to improve and strive for excellence. By joining our team, you will have the opportunity to get valuable experience and work with a fantastic team.

The closing date for applications is noon on **Tuesday 17th June 2025**.

Interviews will be held on **Monday 23rd June 2025**.

Yours sincerely

Chris Tolson
Executive Headteacher

About the Academy at St James

The Academy at St James is a 1.5-form entry school serving the community of Allerton. We are fortunate to have a large and well-equipped school building with extensive grounds and numerous opportunities for learning, including dedicated rooms for cooking, music, Design and Technology (DT), and Art, as well as a Forest School and more. We also operate a popular nursery for children aged 2 years and older.

We are dedicated to providing a bespoke and exciting curriculum for our children. Our visit from Ofsted in May 2022 resulted in the school being graded as Good, with Outstanding Leadership and Management. Ofsted recognised that our school is a happy place, where the school community cares for one another, and praised the breadth of our curriculum and the high standards of behaviour across the school.



At the Academy at St James, we strive to provide our children with the very best to ensure they can be successful in whatever they choose to do. We encourage everybody to work hard, accept challenges and take risks to be the best person you can be. We have high expectations for our children and ask them to persevere, collaborate and use their imagination to fulfil their dreams. At St James, nothing is impossible, and our slogan is: **Aspire, Achieve, Believe!**

Our five ways of being are:

1. Show you care
2. Always be yourself
3. Contribute to your community
4. Confident communicator
5. Knowledgeable and expert learners

These five ways of being complement our ethos and encourage our children to do their very best.

We ask our children, parents and local community to aspire to the very highest standards possible in all that they do. We do this to provide a platform for the children to achieve their very best and develop into responsible and thoughtful citizens. Our aim is to provide the children with the knowledge, skills and attributes to be successful lifelong learners. We really believe that giving our children as many experiences as possible is a key driver in improving pupil outcomes and allowing our children to achieve. From the ice bucket challenge to opening our school for a Christmas Extravaganza with visiting reindeer, we aim to give the children memories they will never forget. Have a look at our twitter account (@church_prim) and our website for more details. Come and join us- it is a great place to work and learn!





SEND Teaching Assistant

32.5 hours a week, Term Time Only

SCP 11-17

Actual Salary £22,851-£25,641

Permanent Position

Join the Academy at St James at an exciting time and become part of our journey!

We value partnership and teamwork, and are looking for someone who can model high expectations, has a commitment to learning and continuous improvement, and loves building positive relationships with our children. This individual should possess energy and enthusiasm. If you have experience of working with children with a range of SEND, and enjoy the rewarding nature of making a real difference for the children you work with, this job is for you. We'd particularly like to hear from you if you have experience supporting children with Social and Emotional Mental Health needs.

If you have the desire and passion to support our children in Aspiring, Achieving, and Believing, we would love for you to join our team. We strongly believe in developing our staff team and can offer support, advice, and opportunities for development and progression during your time with us.

In return, we can offer you a creative, exciting, and supportive setting within a strong community that is committed to change and achieving the best outcomes for our pupils. We pride ourselves on being a busy, active, and innovative school, and can offer you an unforgettable experience working with our exceptional children and staff team.

Closing date: 12pm Tuesday 17th June 2025

Interviews: Monday 23rd June 2025

To apply, please read the job pack and complete the application form on mynewterm.com, or access the vacancy through our vacancies page at <https://academystjames.com/about-us/vacancies/>

We are committed to safeguarding and promoting the welfare of all our children and we require all our staff to share this commitment. This post is subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS). Please see our Safeguarding and Child Protection policy on the BDAT website www.bdat-academies.org/bdat-business/bdat-policies/



Working with BDAT

The Academy at St James is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England Multi-Academy Trust (MAT) operating in Bradford and is part of the Diocese of Leeds. BDAT is a charity, governed by a board of trustees that is responsible for and oversees the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we strive to collaborate with and support the academies within our Trust, ensuring a high-quality education for all children in our academies. The Trust does this through operating a light-touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable them to work together and share good practices. As our family of academies continues to grow, we are continually seeking ways to improve and establish effective and efficient partnership working. We believe this means we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools approach, where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England academies, as well as those within the faith.

ICARE

At BDAT we have considered the importance, effectiveness and sustainability of how we tackle issues like racism and other types of discrimination across all areas of our MAT and within each of our schools. We have led a Trust-wide consultation to ensure we understand what we mean by inclusion and to look at what we can do differently, centred around the Trust values: "ICARE". To download our ICARE consultation documents, please [click here](#)

BDAT People: Our Faculty of Professional and Career Development

The BDAT Faculty of Professional and Career Development brings together all that we currently do to recruit, develop, and retain our staff into a single entity. The Faculty provides the strategic direction to ensure that our professional and career development supports school improvement and drives our vision of BDAT as an employer of choice. By bringing all our work in this area under 'one umbrella', it ensures our staff know about BDAT's development offers and how they can be accessed. <https://bdat-people.org/>

SEND Teaching Assistant

Job Description

MAIN PURPOSE

Promoting and working within a primary school setting, meeting the needs of the children, families and community in which it is based, in accordance with the policies, procedures and working practices of the School.

Working as part of a team in assisting and consolidating the provision of a high quality curriculum.

KEY ACCOUNTABILITIES/TASKS

KNOWLEDGE AND UNDERSTANDING

- See person specification

PLANNING AND PROVIDING TUITION

- Work within the school policies, under the direction and guidance of senior staff and within an agreed system of supervision, making decisions using initiative where appropriate within established working practices.
- Promote positive values, attitudes, and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy.
- Use good common sense and initiative when dealing with the conduct and behaviour of individuals, groups of pupils and whole classes; the correct use and care of materials by individual and small groups of pupils; the safety, mobility (if required), hygiene and wellbeing of the pupils.
- Work with individuals and small groups to provide care and education through the provision of stimulating, enjoyable, and constructive activities appropriate to the child's age and abilities to ensure physical, social, emotional, and intellectual development, taking into account diversity (e.g. language, culture, ability, race and religion).
- Establish good relationships and high expectations with both the children and their families through regular meetings (when possible) and in a pastoral role for a group, taking account of parental concerns and addressing them sensitively under the direction of the teacher where necessary.
- Support constructive relationships and communicate with other agencies/professionals in liaison with the teacher to support the achievement and progress of pupils.
- Assist and support colleagues as required to ensure the smooth operation of the setting, and contribute to relevant meetings, demonstrating the ability to communicate effectively at all levels.
- To set a good example to the pupils taught through one's presentation and one's conduct.
- Support the planning, resourcing and setting up of provision and learning opportunities for children within the class and in outdoor play areas.

- Assist in supervising students on work experience, trainees, and voluntary helpers within the room to ensure the room runs smoothly and that school policies and procedures are followed.
- Supervise and support children at all times, including school visits, trips and out-of-school activities.
- Ensure the physical needs of children are being met and assist in maintaining high standards of cleanliness and hygiene where necessary (e.g. Washing, dressing and toileting).
- Support children in their learning both inside the setting and in outdoor play areas, recognising and responding to their individual needs, ensuring all children are engaged in appropriate activities.
- Assist in the preparation and maintenance of equipment and resources, including specialist resources, and help children use them (e.g., Outdoor or indoor play equipment; being responsible for the care of all equipment and materials within the setting).
- Be aware of and support other team members in ensuring the setting meets required standards as laid down by Ofsted and other statutory bodies.
- Address any immediate problems or emergencies in accordance with the school's policies and procedures, liaising with the teacher and line manager as required (e.g., an injured or sick child).
- Supervise whole classes and groups for short periods, maintaining the planned range of activities in the classroom and/or outdoor play areas in accordance with the short-term planning.
- Monitor and evaluate the children's responses to learning activities as part of the planning cycle.
- Liaise sensitively and effectively with Parents/Carers as agreed with the teacher within your role/responsibility and participate in feedback sessions or meetings (as directed by the teacher) with parents, promoting the policy on parental involvement.
- Prepare accurate feedback and detailed records, documenting children's physical, care, and educational progress and achievements against predetermined learning objectives, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating systems as part of a team and agreed with the teacher, contributing to reviews of systems as requested.
- Perform allocated tasks with limited supervision.
- Provide general clerical and administrative support (e.g., administer resources for agreed-upon activities).

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions/parents evenings/special events etc. outside of usual hours on occasion.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post will include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

Fluency Duty

- In line with the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer-facing roles can speak fluent English to an appropriate standard.
- For this role, the post holder is required to meet the Intermediate Threshold Level
- Intermediate Threshold Level
- The post holder should demonstrate:
- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain complex concepts may hinder a natural, smooth flow of language.

SPECIAL CONDITIONS OF SERVICE:

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Head teacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times, e.g. access to staff/student/parent and carers' files.
- Accept and commit to the principles underlying the school's Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

SEND Teaching Assistant Person Specification

	Essential	Desirable	Evidence
Experience	<ul style="list-style-type: none"> Recent experience of working in a school setting to support children's learning and development, adjusting activities according to children's responses and needs; using specialist curricular and learning skills. Recent experience of working with children with significant communication and interaction difficulties. 	<ul style="list-style-type: none"> Experience of policy implementation in respect of health and hygiene, child protection and special needs requirement 	Application form
Qualifications / Training	<ul style="list-style-type: none"> Will hold a relevant qualification (NNEB, Level 2 or 3 NVQ in Supporting Teaching and Learning, Diploma in Childcare Education, BTEC National Diploma, education to graduate level) Minimum of GCSE English and Mathematics at grade D or above (or equivalent) 	<ul style="list-style-type: none"> Further qualifications relevant to the post ie First Aid Certificate 	Application form Interview
Knowledge / Skills	<ul style="list-style-type: none"> A good knowledge of the Curriculum Knowledge of current and relevant guidelines and legislation and an understanding of child development. Ability to work creatively to meet the needs of the families, working with parents to effect change. Ability to plan activity programme to stimulate learning and development, based on observation. Ability to communicate effectively with children, parents/carers and other professionals. Commitment to working in an anti-discriminatory way 	<ul style="list-style-type: none"> Have further relevant qualifications. Able to balance work and personal life and is considerate of the well-being of others 	Application Form, Interview, References and Selection testing

	Essential	Desirable	Evidence
	<p>to ensure equality of opportunity.</p> <ul style="list-style-type: none"> • Excellent written and oral communication skills and the ability to communicate effectively at all levels. • Be a creative thinker with good organisational skills, have a flexible approach to working and the ability to perform under stress. • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level. 		

SEND Teaching Assistant Selection Process Guidance

We aim to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and free from discrimination for or against any candidate based on age, ethnicity, gender, marital status, sexual orientation, or gender identity. The person specification outlines the criteria used to evaluate candidates during the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will verify the accuracy of all information and investigate any apparent discrepancies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to the school

Visits to the school are warmly welcomed by prior arrangement; you will not be disadvantaged if you are unable to visit. Please contact office@stjames.bdat-academies.org to arrange a mutual appointment. The visit will give you an opportunity to ask questions about the role and the school to assess if this is somewhere you would like to work.

Applications

Please ensure that all parts of the application are completed using our recruitment website mynewterm.com. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you a suitable candidate for the position and complete all parts of the form.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. A panel of senior staff and governors does this. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Day

The interview day will consist of several tasks and activities, including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then contact each candidate by telephone to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Satisfactory online checks
- Provision of proof of identity and qualifications

Key Dates

Closing date: 12pm Tuesday 17th June 2025

Interviews: 23rd June 2025

How to contact us:

The Academy at St James

Chelwood Drive

Bradford

BD15 7YD

Tel: 01274 777095

Email: office@stjames.bdat-academies.com