Candidate Pack

Teaching Assistant

SENDSCOPE
Independent School

Welcome

Thank you for your interest as a Teaching Assistant at SENDSCOPE Independent School.

SENDSCOPE Independent School is a small Special Needs School and Alternative Provision for Neurodivergent young people aged 11 to 15 years.

This is a particularly exciting time for the school as we have recently moved into a new building in September 2025, increased student numbers from 16 to 40 and introduced a KS4 curriculum.

The school's three pillars of *'Diversity, Inclusion, Opportunity'* ensures every student is provided with the opportunity to achieve the best possible outcomes and prepares them for adulthood. The staffing body are fully committed to the students and have an in-depth understanding of the needs of all students.

Leaders at the school have worked hard for the past three years since the school opened to develop a community that works in harmony with one another towards their core goal of improving outcomes and developing happy and healthy young people. The recent focus areas have included strategies to improve attendance and curriculum development, underpinned by the Five Ways to Wellbeing. These areas continue to be core priorities, alongside consolidating a whole school approach to teaching and learning and professional development.

As a growing school, an opportunity has arisen to join our school as a Teaching Assistant.

We are seeking a passionate Teaching Assistant (TA) to join our dedicated team. The successful candidate will play a key role in supporting teaching and learning, and contributing to the holistic development of our learners.

As a Teaching Assistant, you will play a vital role in supporting pupils' learning and development across the school. Working closely with teachers and other staff, you will help deliver engaging lessons, provide one-to-one and small group support, and assist in creating a positive and inclusive classroom environment. You will support pupils with a range of needs, helping them to access the curriculum, build confidence, and achieve their full potential. This role requires patience, enthusiasm, and a genuine commitment to making a difference in the lives of young people.

Whether you are at the start of your career or an expert teaching assistant we focus on what attributes you will bring to the school and most importantly what impact you will have on our students.

With best wishes,

Victoria Nolan

Principal

"The shaping of young people's lives is at the heart of SENDSCOPE, ensuring that they are both academically and emotionally developed, and understand their own self-worth when they leave us. We take pride in ensuring positive outcomes, focusing on social and emotional mental health and wellbeing, at SENDSCOPE, "Every Moment Matters".

The School

An innovative school supporting neurodivergent young people with Special Educational Needs and Disabilities (SEND) to reach their full potential and achieve success. We place young people at the heart of everything we do and know that in the right environment, at the right time, all students have the potential to blossom and thrive. At SENDSCOPE we have an inherent understanding of Teaching and Learning and know-how inclusion, making reasonable adjustments and quality first teaching in the classroom cannot only bridge gaps in learning but facilitate accelerated progress.

At SENDSCOPE Independent School, we offer a broad and balanced curriculum. It is our aim to develop rounded individuals who are not only academically successful, but who also have opportunities to develop other key skills; such as leadership, teamwork and communication. The school has a comprehensive careers offer and students receive termly careers advice.

The school has adopted a consistent trauma-informed approach which is used in conjunction with high standards, high expectations and clarity of the SENDSCOPE Way. There is a calm and purposeful atmosphere at SENDSCOPE Independent School, with good relationships between staff and pupils. Pupil voice is strong and proud of the school values of Diversity, Inclusion and Opportunity.

We fully recommend that you take the opportunity to make an informal visit prior to making your application, to see the school for yourself.

If you would like to arrange a visit or require any further information please contact Kimberley Perkins our Administration Officer either by email **k.perkins@sendscope.co.uk** or phone **07951 942 587**

> **We foster a welcoming and secure environment where young people can develop themselves holistically and therapeutically, focusing on building resilience, effective communication, positive relationships, theory of mind and emotional wellbeing.**

Job Description

Purpose
To support the delivery of high-quality teaching and learning by working collaboratively with teaching staff to assist in the implementation of learning activities. The Teaching Assistant will play a key role in promoting pupil progress, independence, and wellbeing, particularly for learners with special educational needs and/or disabilities (SEND).

Operational and Strategic Planning
-Support the planning and delivery of lessons and interventions under the guidance of teaching staff.
-Assist in the implementation of individual education plans (IEPs) and Education, Health and Care Plans (EHCPs).
-Participate in staff meetings, training, and development initiatives to support the school's strategic aims.
-Help ensure that classroom practice reflects the school's vision, values, and improvement priorities.

Assurance
-Observe and record pupil progress, sharing insights with teaching staff to inform assessment and planning.
-Uphold safeguarding, health and safety, and behaviour policies consistently.
-Maintain professionalism, confidentiality, and accountability in all aspects of the role.
-Contribute to a culture of continuous improvement and reflective practice.

Curriculum Provision
-Support access to the curriculum through differentiated resources and targeted support.
-Assist pupils across a range of subjects and key stages, depending on the needs of the provision.
-Promote the development of functional, social, and life skills alongside academic learning.

Curriculum Development
-Help adapt curriculum materials to meet individual learning needs.
-Share observations and ideas with teaching staff to enhance lesson planning and pupil engagement.
-Support the integration of therapeutic and holistic approaches into learning activities.

Management Information
-Maintain accurate records of pupil behaviour, wellbeing, and progress.
-Contribute to internal reports and reviews as required.
-Use school systems to log interventions and support strategies.
-Liaise with parents, carers, and professionals under the direction of teaching staff.

Staff Development
-Access a range of Continuing Professional Development (CPD) opportunities.
-Receive regular supervision and performance reviews.
-Engage in reflective practice and set personal development goals.
-Participate in peer learning, mentoring, and collaborative training sessions.

Communication, Marketing and Liaison
-Communicate effectively with pupils, staff, parents, and external agencies.
- Represent the school positively in all interactions.
-Support school events and initiatives that promote its ethos and achievements.

Management of Resources
-Assist in the preparation and organisation of teaching materials and resources.
-Ensure resources are used safely and effectively.
-Help maintain a tidy and stimulating learning environment..

Student Support System
-Provide emotional and behavioural support to pupils.
-Implement strategies to promote wellbeing and resilience.
-Support pupils in accessing pastoral care and additional services.
-Monitor and report on pupil welfare and engagement.

Teaching
-Support the delivery of learning activities to individuals and small groups under the direction of teaching staff.
-Assist in planning and assessing learning activities to meet specific objectives.
-Provide feedback to pupils to support their progress.
-Help maintain a positive and inclusive learning environment.

Person Specification

Criteria	Essential (E) / Desirable (D)
Relevant Level 1 or Level 2 Teaching Assistant qualification	E
Experience supporting teaching and learning in a school or specialist provision	D
Understanding of the National Curriculum and how to support learners with SEND	E
Experience assisting in the delivery of learning activities	D
Knowledge of safeguarding and child protection procedures	E
Experience working with children and young people with a range of additional needs	D
Ability to communicate effectively with pupils, staff, and parents – both written and verbal	E
A commitment to inclusive education and supporting all learners	E
Ability to support engaging and differentiated learning activities	E
Strong interpersonal skills and the ability to build positive relationships	E
Competent in using ICT to support learning and record-keeping	E
Flexible, adaptable, and able to respond to changing needs	E
A proactive team player who contributes to a positive school culture	E
Committed to continuous professional development	E
Willingness to participate in wider school life and enrichment activities	E
Positive recommendation from all referees, including current or most recent employer	E

Terms & Conditions of Employment

Employer

SENDSCOPE Ltd

Position

Teaching Assistant

Initially for one year with a view to making this permanent at the end of year one.

Reporting Line

Principal

Location

SENDSCOPE Independent School, Sacred Heart Catholic College, Liverpool Road, Crosby.

Start Date

September 2026

Starting Salary

£20,344

Holidays

You are entitled to take holidays during the normal school holidays.

Pension Scheme

Support Staff are eligible to opt in/out to NEST

Safeguarding

Everyone at SENDSCOPE Independent School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for all successful applicants.

How to Apply

If you wish to discover more about this exciting opportunity, need any further information or would like to have an informal discussion please contact Kimberley Perkins our Administration Officer, this can be done by email on k.perkins@sendscope.co.uk or by phone on 07951942587.

Visits to the school are warmly encouraged, please contact Kimberley Perkins for further information.

All applications should be submitted via email to office@sendscope.co.uk

The closing date for receipt of completed applications is **5pm on Monday 30th November 2026.**

The Selection Process

We will treat all enquiries, formal and informal, in confidence. The selection process will be as follows:

All applications will be acknowledged by email. Shortlisting is scheduled to take place on Wednesday 2nd December.

Interviews will take place on Friday 4th December at SENDSCOPE Independent School.

Candidates will be offered full feedback on their application and/or interview.