

Dear Candidate,

We are looking to appoint a SEND Teaching Assistant on a fixed term contract to support teaching with pupils who have a wide range of needs, including autism, within our school. The successful candidate could be asked to work with any age group in school but primarily in Year 2 with a child with additional needs and an EHCP.

Experience of working with children with SEND is essential. Full training and support will be provided.

This is a temporary (named child contract) position in the first instance, likely needed until August 2031 for term time plus training days. All appointments are subject to satisfactory references, health and enhanced DBS check.

Langtoft Primary School is an exciting place to work. We continue to strive to improve the attainment and progress of pupils within a creative and vibrant learning atmosphere. We can offer you a great team of professionals, children with outstanding behaviour and a supportive school community.

You are welcome to arrange a visit to the school by contacting the school office any time via 01778 343419 or via enquiries@langtoft.lincs.sch.uk.

The closing date for applications is 9am Friday 9th October 2026.

We will shortlist promptly and will contact successful candidates straight away, so please make sure you have given us contact details for reaching you. We will also be approaching referees that day, so please make sure that your referees are aware of this.

Interviews will be held in school w/b 12th October 2026.

Langtoft Primary School is committed to safeguarding and promoting the welfare of young people and expect all staff share this commitment. All posts will be subject to an enhanced DBS disclosure, medical and reference checks. All Pre-employment checks are in line with *Keeping Children Safe in Education*.

If you have not heard from us by the end of Friday 16th October 2026, please assume that you have not been successful in this instance.

May we take this opportunity of wishing you every success with your career.

Yours sincerely

Becky Wood
Headteacher



Ambition ~ Independence ~ Cooperation ~ Consideration ~ Confidence ~ Resilience ~ Respect

Lincolnshire County Council,
Langtoft Primary School, Manor Close, Langtoft PE6 9NB
Tel: 01778 343 419 email: enquiries@langtoft.lincs.sch.uk www.langtoft.lincs.sch.uk

Our Vision

~ Learning for Life ~

Our Mission

We are committed to and passionate about nurturing the education and well-being of the whole child in a safe and caring community, through fostering an inclusive culture where every individual is valued. We deliver an ambitious and creative curriculum, to meet the needs of every child, ensuring a life-long thirst for learning.

Values

Woven and embedded through every thread of our curriculum and school life, we teach and demonstrate our core school values each day from learning moments in the classroom to character-building moments outside to family-defining moments at home.

- **Respect** – We understand and have empathy for the values, beliefs, rights and opinions of everyone in our school and wider community. We actively embrace and participate with the local and global community, upholding the Rights of the Child. We are proud to have Gold Rights Respecting Schools status.
- **Resilience** – In the face of challenges, we endeavour to try our best at all times. Should we face difficulty, we strive to adapt, bounce back and recover quickly.
- **Cooperation** - We work together as a team to learn and succeed by providing encouragement to others through praise and positivity and helping each other by building positive relationships through discussion and respecting the opinions of others.
- **Consideration** – We show an awareness of others' feelings and opinions and we achieve this by demonstrating kind and thoughtful behaviour.
- **Ambition** – We possess a strong desire and determination to always try our best in everything we do and achieve to the best of our abilities. We nurture curiosity by asking questions, thinking critically about what we are told and we find out more about ourselves and the world around us.
- **Independence** – We encourage independence by helping everyone to take responsibility for their own actions and learning so that we all achieve our full potential.
- **Confidence** – We emphasise the importance of believing in ourselves, to give a feeling of trust in our own abilities, qualities and judgement.

At Langtoft Primary School **every child matters**. Your child has the right to be safe and happy. As a **Rights Respecting School: Gold Level**, we nurture positive moral, social, cultural and spiritual values within an environment of equality, courtesy and mutual care and respect.

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~ Person Specification: SEND Teaching Assistant ~

Grade 3.6-3.9

Criteria	Essential	Desirable
Training/Qualifications/Experience		
Experience of working with children in an educational environment	●	
Experience of working with or caring for children	●	
5 GCSEs with a minimum grade C/4 or above in English and Mathematics or equivalent qualifications	●	
NVQ Level 2/3 or equivalent		●
Professional Knowledge and Understanding		
Knowledge of safeguarding procedures	●	
Good listening, oral and literacy skills	●	
Understanding and knowledge of the support required to meet the differing needs of children	●	
First aid		●
Ability to use judgement to seek and clarify detail where appropriate and escalate issues where necessary	●	
Awareness of the sensitivities of information and ability to apply confidentiality and discretion	●	
Safeguarding Children		
Current safeguarding training		●
Enhance DBS clearance	●	
Awareness of the importance of safeguarding and promoting the welfare of children	●	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	●	
Personal and Professional Skills and Attributes		
Empathy with the mission of the school	●	
Positive attitude towards personal development and training	●	
A commitment to developing children as independent learners	●	
Demonstrate effective teamwork skills	●	

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Approach to Work – Candidates should		
Have flexibility to changing demands as needed	•	
Prioritise as required to meet the demands of the role	•	
Have attention to detail	•	
Behaviour Competencies – Candidates should		
Be respectful and able to act with act and diplomacy	•	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	•	
Other – Candidates should		
Be a positive role model	•	



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Job Description

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction and supervision of the classroom teacher.

Key Tasks and Responsibilities

Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.

Support pupils to understand instructions and support independent learning and inclusion of all pupils.

Support the teacher in behaviour management and keeping pupils on task.

Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils' work and contribute to maintaining a safe environment.

Teaching Assistants in this role may also undertake some, or all of the following;

Record pupil data as required

Support children's learning through play.

Assist with break-time supervision including facilitating games and activities.

Assist with escorting pupils on educational visits.

Support pupils in using ICT.

Invigilate exams and tests.

Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.

Support pupils on a one-to-one basis in line with the requirements of an EHCP.

To present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

To perform, in accordance with any directions, which may reasonably be given to you by your Line Manager or Headteacher from time to time, such particular duties as may reasonably be assigned.

Other

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general

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character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with the School's Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the School's Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the School's Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of children during their work.



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