



Heptonstall Junior & Infant School



Support Assistant for Pupils with SEND Job Applicant Pack



Set in the picturesque village of Heptonstall, high above Hebden Bridge and with magnificent views of the Calder Valley, ours is a small, happy and vibrant school.

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Letter from the Executive Headteacher

Heptonstall Junior & Infant School

Smithwell Lane
Heptonstall
HX7 7NX
01422 842533



Dear Prospective Colleague,

I am glad our advert caught your attention and I am pleased to provide you with further information about an exciting opportunity at our school. We are looking to recruit a creative candidate who can offer support to children with additional needs in the classroom.

In this pack you will find:

- “My School” – children’s views on life at Heptonstall
- “My School” – Heptonstall from the point of view of our staff
- Our ethos and vision
- Job description
- Person specification

We are a school at the heart of a picturesque rural community and we are looking for a caring and compassionate support assistant to support our most vulnerable pupils and become one of our dedicated staff team.

Heptonstall is a proud member of The Family of Learning Trust having joined in January 2024, we now continue to grow and develop our school in line with the Trust’s **‘Learning without Limits’** ethos.

Staff at Heptonstall work in collaboration with our colleagues across the Trust, as reflective practitioners; consistently thinking about how we can improve learning and outcomes for children. Our children achieve well, therefore we are looking for an individual who can not only support children with SEND academically but also equip them with skills that will prepare them for life in modern Britain.

We prioritise a well-structured induction, and then continued support and development of all staff. Within the Family of Learning Trust, we have a wealth of leadership and curriculum support.

To get a glimpse of what life is really like at Heptonstall please visit our school website www.heptonstallschool.org.uk for more information about us and the Family of Learning Trust.

If you feel excited about the opportunity to work with us and change children’s lives, then we would welcome your application.

Good luck and best wishes,

Fiona Pether

Executive Headteacher

Support Assistant for Children with SEND – Job Advert

Heptonstall Junior & Infant School
Smithwell Lane, Heptonstall, HX7 7NX
Telephone: 01422 842533



Executive Headteacher: Mrs F Pether
Head of School: Miss M Dodd

Set in the picturesque village of Heptonstall, high above Hebden Bridge and with magnificent views of the Calder Valley, ours is a small, happy and vibrant school of 50 pupils set at the very heart of the local community. The school was awarded a “Good” Ofsted rating in June 2023.

At Heptonstall School we aim to provide a happy, secure, and caring environment in which children are encouraged to do their best at all times – in learning and in play.

Heptonstall School became part of The Family of Learning Trust in December 2023. The Trust’s commitment to our pupils is that we will attract, retain and develop excellent staff. The personal welfare and professional development of staff is therefore imperative. We put our team at the heart of our vision and use their talents to achieve it. We are looking for equally committed staff to join our team.

We have following post available to commence as soon as possible:

Support Assistant for a child with SEND

Grade: Scale 2, NJC point 4.

Hours: 32.5 hours per week, 8:45am to 3:45pm Monday to Friday, term time only

Actual salary: £18, 973 per annum

Term: This is a temporary post funded by an EHCP

The post: To provide support for a child with complex support needs, incorporating support for communication and social interaction.

Experience working in a school setting and with SEND children, ideally supporting children with Autistic Spectrum Disorder (ASD) would be an advantage due to the complex demand of pupil’s needs. The ability to implement strategies that enable pupils to expand their independent learning and social development is necessary. Applicants should be caring, patient, calm under pressure, resilient, able to use their initiative, have excellent team working skills and be enthusiastic about providing outstanding care and education for our pupils.

We are looking for candidates who:

- Relate well to children and have experience working with children with SEND
- Are able to work as part of a team
- Are enthusiastic, caring and self-motivated
- Have a positive approach
- Can use their initiative

In return we will offer:

- A friendly, caring and inclusive community where everyone is valued
- A positive ethos that celebrates success at all levels
- Enthusiastic, well behaved pupils who want to learn
- A genuine commitment to CPD and collaborative learning

Benefit package includes:

- Membership of Local Government Pension Scheme with employer contribution of 17%
- Excellent team support and resources

Please visit our website: <https://www.heptonstallschool.org.uk> for an application pack.

Please note we do not accept CVs, only a **fully completed** Heptonstall, J, I & N School application form (available on the school website) will be accepted.

CLOSING DATE: Friday 28th November 2025 at noon

For further information about the role please view our website or contact the Head of School, Megan Dodd on 01422 842533.

You will be contacted by email to inform you if you have been selected for an interview, please check you spam box!

Heptonstall School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require a DBS (formerly CRB) from the Disclosure and Barring Service, the appropriate pre-employment checks that will include references from previous employers, confirmation of the right to work in the UK before the appointment is confirmed.



Support Assistant for Pupils with SEND - Job Description

Job Title:	Support Assistant for Pupils with SEND
Accountability:	Support for pupils within the class and on a one to one basis or in small groups
Salary Grade	Scale 2, point 4
Responsible to	Directly responsible to the SENDCo, but under the day to day management of the class teacher, from whom the post holder will receive guidance, instructions, planning and learning intentions.

Purpose of the post

- To provide support for the identified pupils in line with their Educational, Health and Care Plan.
- To work closely with the child's class teacher and the school's SENDCo in implementing Individual Education Plans.
- To monitor the children's progress especially with regard to the objectives stated in the IEP.
- To attend to the welfare and safety of the children.

Main Responsibilities

Supporting and delivering learning

1. Support pupils with special needs in their mainstream classroom setting and on a one to one basis and in small groups. This will involve the implementation of specific programmes of work designed by the agencies and the school to assist the pupil's development.
2. Attend to the pupil's personal needs and implement related personal programmes, including physical, social, health, hygiene, toileting, first aid or other welfare matters.
3. Supervise and support pupils ensuring their safety and access to learning.
4. Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to their needs.
5. Encourage the pupils to interact with others and engage in activities led by the teacher whilst encouraging the pupil to act independently as appropriate.
6. Report to the SENDCo as agreed undertaking pupil record keeping as requested.
7. Support the pupil to understand instructions, in respect of the school's curriculum as directed by the teacher.
8. To participate in and assist in the supervision of the pupil on school visits.
9. Undertake appropriate professional development linked to the child's special needs.
10. Undertake any reasonable duties asked of you by the class teacher or the management of the school.

Curriculum and resource support

1. Discuss with the class teacher the learning intentions for the lesson and assist the class teacher in the assessment of pupil's capability against these learning intentions.
2. To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
3. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to the appropriate person.
4. Be aware of and support difference and ensure the pupil has equal access to opportunities to learn and develop.

Administration and organisation

1. Assist with pupil first aid / welfare duties.
2. Prepare materials designed to meet the special needs of the pupils.
3. Be able to operate office equipment e.g. photocopier, laminator

General

1. To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.
2. The postholder's duties must at all times be carried out in compliance with the school's policies including the Equal Opportunities Policy.
3. Take reasonable care of the health and safety of self, other persons and resources whilst at work.
4. Co-operate with the management of the school as far as is necessary to enable the responsibilities placed upon the school under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
5. Be an effective member of the school team, working co-operatively with other members of staff.

Training

1. Attend any training sessions which will enhance the skills and improve the post holder's effectiveness.
2. Participate in a review of the post holder's achievements to date and possible future training and development needs.

The elements contained in this job description are subject to amendments, after consultation, as the needs of the school change.

Support Assistant for Pupils with SEND - Person Specification

	Essential	Desirable	How identified
1. Knowledge and skills (including any relevant or required qualifications)	<p>GCSEs in English and Mathematics (grade C or above) or equivalent</p> <p>Good numeracy, literacy and ICT skills</p> <p>Excellent communication skills, both written and oral (the ability to speak good clear English is essential)</p> <p>Ability to work with pupils with significant and multifaceted complex special needs.</p> <p>Knowledge of autistic spectrum disorder (ASD) and speech, language and communication delays.</p> <p>The ability to implement strategies to support pupils with ASD, speech, language and communication delays to overcome the barriers to learning</p> <p>Ability to work with pupils, to develop social and communication skills</p> <p>Ability to work as part of a team, understanding classroom roles and responsibilities and own position within these roles</p> <p>Knowledge of relevant policies/codes of practice and awareness of relevant legislation e.g. SEND, child protection</p>	<p>A good general understanding of the curriculum and other basic learning programmes/strategies</p> <p>First Aid Certificate (paediatric)</p> <p>Knowledge of Social Use of Language Programmes (SULP)</p> <p>Training/qualification in relation to ASD or similar</p>	<p>Application Form</p> <p>Selection Process</p> <p>Interview</p> <p>References</p>

	Essential	Desirable	How identified
2. Personal Development and Additional Learning	<p>Proven commitment to own self development</p> <p>Willing to participate in further training and development activities</p>		<p>Application Form</p> <p>Interview</p> <p>References</p>
3. Experience	<p>Experience of working with young children</p> <p>Experience of working collaboratively with other agencies providing care for children</p> <p>Previous work in a school environment</p> <p>Experience of working within a team and effectively supporting colleagues</p>	<p>Previous experience of working with pupils with ASD and speech, language and communication delays.</p>	<p>Application Form</p> <p>Selection Process</p> <p>Interview</p> <p>References</p>
4. Initiative	<p>Ability to receive instructions and guidance, and act up on it</p> <p>Able to use own initiative in appropriate circumstances (e.g. suggesting appropriate strategies/resources)</p> <p>Ability to work under pressure</p> <p>Able to remain calm in challenging situations</p>		<p>Application Form</p> <p>Selection Process</p> <p>References</p>
5. Circumstances	<p>Understands the importance of confidentiality and works in a discreet manner where appropriate</p> <p>Positive attitude to working with children and adults around the child (e.g. parents, carers)</p>		<p>Application form</p> <p>Interview</p> <p>References</p>

Application Guidance

Please read these Guidance Notes carefully before completing the application form. The application form is the first step in the recruitment process, which may lead to an interview and the possible offer of a job. It is therefore important that you complete the application form as fully as you can. We do not accept CV's and therefore the information that you supply on the application form is the only information that we consider when deciding whether you should be shortlisted.

General Information

- Please read the job description, person specification, advertisement and any other papers carefully, before filling in the form, and use this information to make your application relevant to the post.
 - Please use **black ink** or type your application form – this helps when the applications are photocopied.
 - **Do not send a CV with your application** – we believe that asking all applicants to complete an application form ensures fairness and consistency in our recruitment process.
 - Do not submit the same application form for more than one job. Tailor each application to fulfil the requirements for a particular job. Please endeavour to keep your application form neat and tidy – the application form provides our first impression of you!
 - The selection criteria used for shortlisting are the skills, abilities, knowledge and experience required to do a specific job. No assumptions will be made about these criteria. It is therefore vital that you tell us how you meet the selection criteria.
- Please return the application form by the closing date advertised.**



- **The Application Form**

- ✓ **Personal Details** – In accordance with the Data Protection Act and GDPR, the information you provide on the application form will be used solely for the purpose of the recruitment procedure and will not be used or passed on to any third party for any other reason. We prefer to make contact through email, therefore make sure your personal e-mail address is provided clearly and check your inbox regularly after the closing date (and your spam!)
- ✓ **References** – In order to speed up the process of appointment we will make a request for references before we interview you, unless you specify otherwise.
- ✓ **Recruitment Monitoring** – The Family of Learning Trust operates a policy of equal opportunity and fair treatment for employment and development. To assist in monitoring the effectiveness of this policy, and for this reason only, applicants are asked to give details of their ethnic origin, sex and any disability. The information you provide is used solely for monitoring purposes. It will be treated as confidential and will be detached from your application form on receipt. The information will not be seen by those who decide on the list of applicants to be invited to interview.
- ✓ **Education, Qualifications & Training** – Please include all your education, qualifications & training, both informal and formal. You may be asked to produce certificates confirming qualifications at a later stage.
- ✓ **Present/Recent Employment** – Starting with your present employer, please complete this section in date order, beginning with your most recent job and listing all work undertaken, paid and voluntary, since leaving school. Please account for any breaks/gaps in employment history since leaving full time education. Please continue this section on a separate sheet if necessary.
- ✓ **Skills, Abilities, Knowledge & Experience** – This section is the most vital part of the form. You may be one of many people applying for a job, so your application needs to stand out by showing your suitability against the person specification. You should provide **examples** of how you meet the skills, abilities, knowledge and experience identified, these can be non-work based if necessary.



"My school" Life at Heptonstall – pupil voice

"I like coming to Heptonstall School because all of the teachers are nice and friendly."

I learn lots of things from my teachers and we do lots of interesting topics."



"We have a great school field. We use it to play football, rounders and cricket in PE and at playtimes."



"The lessons we have are really fun. In particular I like English and Maths because I enjoy them."



"The best thing about Heptonstall is the climbing frame in our playground."

"I like Heptonstall because of how nice the children are. I have lots of friends and enjoy playing with everybody"

We asked our pupils: What qualities do you want staff to have?

We would like somebody who:

- Cares about us
- Pushes us to make progress
- Makes learning exciting
- Makes us smile
- Is firm but fair





The Family of Learning Trust Vision 'Learning Without Limits'

The Principles of our MAT

- A commitment to a culture of lifelong learning for all hence our ethos is 'Learning Without Limits.'
- Relentless pursuit of excellence in all aspects of school life.
- A bespoke curriculum, tailored made to meet the needs of our children with strong links to the community and the outdoors.
- Strong pastoral care for all children. Rigorous and Robust systems for monitoring important areas of school life
- Successful partnerships with parents, families and the local community

Our behaviours

These are our expectations for our staff:

- I am honest
- I am respectful
- I am positive
- I am supportive
- I communicate
- I am flexible

Heptonstall is a friendly caring school with high expectations for all our pupils. Our children are encouraged to explore, discover and question through a range of exciting learning opportunities both within and outside the classroom. Our curriculum is rich and inspiring and offers pupils a broad range of experiences and opportunities. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued. Interwoven throughout our curriculum are key 'characteristics of learning' which we hope to instil in our pupils. We encourage children to take risks and teach them that it is ok to fail.