

## BARDFIELD ACADEMY – SEND TEACHING ASSISTANT/MIDDAY ASSISTANT

Contract:	Fixed term ending 31 <sup>st</sup> August 2028
Hours per Week:	32 hours 40 minutes per week
Weeks:	38 weeks per year, term time only
Scale:	Scale 3, Point 5–6 (Depending on qualifications and experience)
Salary:	£19,381.15 – £19,680.21 (Depending on qualifications and experience)
Application Closes:	Midday Wednesday 14 <sup>th</sup> January 2026
Interview Date:	Friday 23 <sup>rd</sup> January 2026
Start Date:	ASAP after interviews

### Engage, Nurture and Support – SEND Teaching Assistant/Midday Assistant Wanted!

Are you passionate about supporting pupils with special educational needs and disabilities? Bardfield Academy, part of the South Essex Academy Trust (SEAT), is looking for a caring and adaptable **SEND Teaching/Midday Assistant** to join our vibrant team!

At SEAT, we believe in **belonging, compassion, curiosity, and empowerment**—values that shape our commitment to excellence in education. In this dual role you will work closely with pupils during learning activities in the classroom and support them during lunchtimes to ensure a safe, enjoyable environment.

You will be required to work 32 hours 40 minutes per week; Monday – Thursday 8:15am – 3:30pm and 8:15am – 2:00pm on Fridays, term time only.

### What's in it for you?

- A supportive and inclusive work environment where you're truly valued
- A **Leadership Academy** to fuel your professional growth
- A strong focus on **staff well-being** through our Employee Assistance Programme
- The chance to be part of a committed, forward-thinking team that empowers both pupils and colleagues

If you're ready to make a real impact and take the next step in your career, we'd love to hear from you!

### Apply now and be part of something amazing!

If you would like to apply for this position, please click the following link to access our application form: [Career Opportunities – South Essex Academy Trust \(seacademytrust.co.uk\)](https://seacademytrust.co.uk/career-opportunities).

Once completed please send to [recruitment@seacademytrust.co.uk](mailto:recruitment@seacademytrust.co.uk) along with your Recruitment Monitoring Information form. Please take care to complete the application in full as incomplete applications will not be considered.

We warmly welcome and encourage visits to our school, call 01268 553488 to arrange directly. We look forward to meeting you!

At the South Essex Academy Trust, we celebrate diversity and are committed to creating an inclusive environment where everyone feels valued and respected. We welcome applications from all backgrounds and actively promote equality of opportunity for all.

Bardfield Academy is dedicated to safeguarding and promoting the welfare of children and expects all staff to uphold this commitment. We adhere to safer recruitment practices, and all appointments are subject to satisfactory DBS certification and references.

**Job Description and Person Specification below**

## Job Description

<b>Job Title</b>	SEND Teaching Assistant and Midday Assistant
<b>Grade</b>	Scale 3 Point 5-6
<b>Reports to</b>	Headteacher, Class Teacher, SENCO, Senior Midday Supervisor
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils
<b>Job Purpose</b>	To work in partnership with class teachers to create a supportive and inclusive learning environment that enables all SEND pupils to achieve their full potential, in line with the National Curriculum and school policies. To ensure the care, safety and supervision of pupils during the midday break, both in the dining areas and on the playground, promoting a positive and inclusive lunchtime environment.
<b>Principal Accountabilities</b>	The Teaching Assistant will work with individual pupils or small groups under the direction of the class teacher, supporting the delivery of planned learning activities and teaching programmes. To provide skilled support to pupils with moderate and severe learning needs, behavioural, communication, social, sensory or physical difficulties. To be accountable for ensuring the safety, wellbeing and good conduct of pupils during the lunch period by supervising dining and play areas, encouraging positive behaviour and social interaction and maintaining a clean and safe environment.
<b>Duties and Responsibilities</b>	<p><b>Supporting Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Support pupils with activities which support literacy and numeracy skills.</li> <li>• Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.</li> <li>• To support learning by selecting appropriate resources/methods to facilitate agreed learning activities.</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use.</li> <li>• Interact with, and support pupils, according to individual needs and skills.</li> </ul> <p><b>Pupil Support and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Establish positive relationships with pupils.</li> <li>• Interact with, and support pupils according to individual needs and skills.</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task.</li> <li>• Attend to pupils' personal needs, including help with social, welfare, and health matters, and administer minor first aid where required.</li> <li>• Supervise pupils for limited and specified periods, including break-times, facilitating games and activities.</li> <li>• Assist with escorting pupils on educational visits.</li> </ul> <p><b>SEND strategy and Specialist Support</b></p> <ul style="list-style-type: none"> <li>• Assist the teacher and other staff in the implementation of care programmes, One Plan targets/EHCPs (Education, Health and Care Plans).</li> <li>• Model a calm and caring approach; helping children to co-regulate and self-regulate when they are distressed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with staff and other relevant professionals and provide information about pupils as appropriate.</li> </ul> <p><b>Monitoring and Assessment</b></p> <ul style="list-style-type: none"> <li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback on pupil progress and behaviour.</li> <li>• Monitor and record pupil activities as appropriate, writing records and reports as required.</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.</li> </ul> <p><b>Classroom and School Support</b></p> <ul style="list-style-type: none"> <li>• Liaise with other staff and provide information about pupils as appropriate.</li> <li>• Assist with the display and presentation of pupils' work.</li> </ul> <p><b>Supporting Pupils During Lunchtime</b></p> <ul style="list-style-type: none"> <li>• To assist children in selecting their meal and sitting in an appropriate place in the dining hall or sandwich room.</li> <li>• To assist children with eating their meal if required.</li> <li>• To provide pastoral care, guidance and routine advice to pupils as appropriate.</li> <li>• To alert Senior Midday Assistant and/or the Headteacher of any concerns regarding an individual child or group of children.</li> </ul> <p><b>Maintaining a Clean and Safe Lunchtime Environment</b></p> <ul style="list-style-type: none"> <li>• To clear tables when meals are finished and clear up any associated spillages.</li> <li>• To ensure the dining areas are left clean, tidy and safe for all pupils and staff.</li> </ul> <p><b>Promoting Positive Behaviour and Play</b></p> <ul style="list-style-type: none"> <li>• To enforce the necessary sanctions for maintaining good order in line with the school's behaviour policy.</li> <li>• Where necessary and appropriate, lead games and activities with the children to encourage positive play and social interaction.</li> </ul> <p><b>Health, Safety and Record Keeping</b></p> <ul style="list-style-type: none"> <li>• To administer basic first aid as required.</li> <li>• To keep daily records of first aid administered, behaviour incidents, and sanctions employed, together with any other relevant records as needed.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.</li> <li>• Attend relevant training and take personal responsibility for own CPD.</li> <li>• Attend relevant school meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• To understand and apply school policies in relation to health, safety and welfare.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li><li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.</li><li>• The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li></ul> |
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The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## Person Specification

### SEND Teaching Assistant and Midday Assistant

1. Qualifications and Experience	Essential	Desirable
Successful experience working with children in a school/early years environment	✓	
Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience	✓	
Basic knowledge of First Aid and understanding of School	✓	
Good reading and writing skills	✓	
Good numeracy skills	✓	
Knowledge of basic ICT to support learning	✓	
2. Communication	Essential	Desirable
Ability to write basic reports	✓	
Ability to use clear language to communicate information unambiguously	✓	
Ability to listen effectively	✓	
Overcome communication barriers with children and adults	✓	
Consult with children and their families and carers and other adults	✓	
3. Working with children	Essential	Desirable
Understand and implement the school's behaviour management policy	✓	
Ability to understand and support children with developmental difficulty or disability	✓	
Good understanding of the school curriculum	✓	
Knowledge of literacy/numeracy strategies	✓	
Good understanding of the general aspect of child development	✓	
Ability to assess progress and performance	✓	
Understand and support the importance of physical and emotional wellbeing	✓	
4. Working with Others	Essential	Desirable
Understand the role of others working in and with the school	✓	

Understand and value the role of parents and carers in supporting children	✓	
Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Ability to work effectively with a range of adults	✓	
Know when, how and with whom to share information	✓	
Ability to follow instructions accurately	✓	
<b>5. Responsibilities</b>	<b>Essential</b>	<b>Desirable</b>
Good organisational skills	✓	
Ability to remain calm under pressure	✓	
Ability to support the work of volunteers and other teaching assistants in the classroom	✓	
Ability to manage own time effectively	✓	
Demonstrate creativity and an ability to resolve routine problems independently	✓	
<b>6. General</b>	<b>Essential</b>	<b>Desirable</b>
Awareness of and commitment to equality	✓	
Basic understanding of Health & Safety	✓	
Understand and implement child protection procedures	✓	
Understand procedures and legislation relating to confidentiality	✓	
Be prepared to develop and learn in the role	✓	