



## Job Advert: SEND Teaching Assistant

**Woodstock CE Primary School**  
**Shipton Road, Woodstock. OX20 1LL**  
Tel: 01993 812209  
Email: [sbm@woodstock.oxon.sch.uk](mailto:sbm@woodstock.oxon.sch.uk)

**SEND Teaching Assistant**  
**Grade 5 – 32.5 hours p/w**  
**Fixed Term – 13/04/2026 to 31/03/2027**

We are seeking to appoint an experienced, hard-working Teaching Assistant who wants to make a real difference in children's lives to join our team. This is a fantastic opportunity for the right candidate to join our well-established and supportive team.

Woodstock CE Primary School is a very successful school in the heart of West Oxfordshire, serving a growing community. The school is positioned within beautiful grounds and has modern buildings, which are extremely well-resourced. Our Christian distinctiveness is important to us, and we value our strong links with the church and the wider school.

Application forms and job description are available from our Business Manager Richard Graham. You can request them by calling 01993 812209 or by emailing [sbm@woodstock.oxon.sch.uk](mailto:sbm@woodstock.oxon.sch.uk). If you think you could be the right person for our school, we would love to meet you. Please contact the school directly to make an appointment to see us in action and meet the staff and children.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.

**INTERVIEWS: TBC**  
**START DATE: 13<sup>th</sup> April 2026**

You can find out more about the school by visiting our website: [www.woodstock.oxon.sch.uk](http://www.woodstock.oxon.sch.uk)

## Job Description

### **Overall Job Purpose:**

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for children and to assist the teacher in the management of children and the classroom. Work may be carried out in the classroom, or outside the main teaching area.

**Responsible to:** Phase Leader

### **Support for Children:**

- Provide support for a child(ren) with special education needs ensuring their safety and access to learning activities one to one and small groups
- Assist with the development and implementation of Individual Education Plans
- Establish constructive relationships with children and interact with them according to individual needs

- Promote the inclusion and acceptance of all children
- Encourage children to interact with others and engage in activities led by the teacher
- Observe children in child-initiated activities supporting the identification of next steps
- Set challenging and demanding expectations and promote self-esteem and Independence.

#### **Support for Teachers:**

- Create and maintain a purposeful, orderly and supportive environment
- Use strategies, in liaison with the teacher, to support children to achieve learning goals
- Assist with the planning of learning activities
- Monitor children's responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on children's achievement, progress, problems etc.
- Promote good behaviour in children, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers.

#### **Support for the Curriculum**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to children's responses
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist children in their use.

#### **Support for the School:**

- Be aware of and comply with policies and procedures relating to safeguarding, first aid, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including lunchtime as required
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

#### **Knowledge and Skills**

- Understanding of relevant curriculum policies/codes of practice and awareness of relevant legislation
- General understanding of National Curriculum/Foundation Stage Curriculum and other basic learning programmes/strategies
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

#### **Safeguarding**

Woodstock CE Primary School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Safeguarding of children is everyone's responsibility, and our approach is always child-centred, ensuring, we consider at all times, what is in the best interest of the child.

- Build and maintain a positive and safe learning environment for all pupils which complies with current legal requirements for safeguarding and well-being of children
- Adhere to the statutory guidance Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children
- Work within the schools safeguarding policies and procedures at all times
- Be prepared to identify children who may benefit from Early Help and liaise with colleagues to secure support for children and families
- To ensure concerns regarding a child's welfare are referred to the Designated Safeguarding Lead within the school, following school procedures

- Share information with relevant colleagues and external professionals in the best interests of the child
- Undertake appropriate safeguarding training at least annually and specific training as required

In accordance with the Health and Safety Act at Work take reasonable care for your health and safety and for that of your colleagues and children in your care.

## Job Specification

### Knowledge and Skills

#### Essential

Good oral communication skills  
Experience of working with children  
Work constructively as part of a team  
Ability to self-evaluate learning needs and actively seek learning opportunities  
Willingness to learn about specific special needs and attend training  
Ability to promote positive behaviours  
Enjoyment in engaging in creative play with children, including getting 'messy' in the outdoors  
Commitment to safeguarding children

#### Desirable

Knowledge of Special Educational Needs  
Experience of Early Years  
Experience of caring/responsibility for children with SEN  
Experience of supporting pupils with communication need – knowledge of Makaton  
Understanding of relevant policies/codes of practice and awareness of relevant legislation  
First aid training/qualification

### Personal Qualities

Good interpersonal skills  
Fun and creative  
Well organised  
Flexible and adaptable  
Team player  
Self-motivated and Reliable  
Tolerant and Patient  
Good sense of humour