

Appointment of SEND Pupil Support Assistant

Reports to:	SENDCo
Location:	GREET PRIMARY SCHOOL, SPARKHILL, BIRMINGHAM
Contract:	FIXED TERM CONTRACT (to end of Academic Year 2024/2025)
Pattern:	FULL TIME, TERM-TIME ONLY
Closing date:	Tuesday 21st January 2024
Interviews:	Week beginning Monday 27th January
Salary:	GR3 (£26,409 to £32,654 pro rata)

About the role:

Greet School is a 4-form entry primary school in the heart of Sparkhill providing the best education for children in an area experiencing high levels of deprivation.

We are a highly committed team, passionate about working in inner city Birmingham.

If you are an experienced, hardworking and a flexible team member who will strive to provide our pupils with the best education possible, we would like to hear from you!

We are friendly, welcoming and supportive and will look after your professional development and your mental wellbeing. We believe that colleagues should be treated with kindness and respect.

This exciting role will be based primarily within Key Stage Two, and will be focused on supporting our children with SEND (Special Educational Needs & Disability) needs. This includes children with social communication & emotional needs. Some children have EHCP plans. You will work within this phase as part of a team, delivering interventions in small groups.

You will also have support from the SENDCo (Special Educational Needs Co-ordinator) and regular external agency support.

We anticipate that this role will commence as soon as possible subject to appropriate checks.

Key Responsibilities:

- To assist with the preparation, organisation and delivery of interventions across the curriculum for pupils within Key Stage Two
- To assist during educational visits,
- To support various aspects of teaching and learning and contributing directly to the raising of standards.
- To follow SEND plans to ensure targets are being worked towards
- Work with named pupils without direct supervision.
- Respond to pupils' individual needs whether academic, personal, social or emotional.
- Give specific support to pupils with SEND, liaising with the class teacher and SENDCo and contributing to reports and reviews.

See full Job Description and Person Specification for full list of duties and responsibilities.

You will have the following skills/ experience.

- Previous experience of working with children with SEND needs is essential.
- A good standard of education particularly in English and Mathematics.

- NVQ Level 3 for Teaching Assistants or equivalent.
- Knowledge of the SEND Code of Practice.
- Knowledge of legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.

See full Job Description and Person Specification for full list of skills and experience required.

How to Apply: Applications via MyNewTerm Online Platform (no CVs please)

For more information about the role please contact Shirley Queenan, School Business Manager,

We welcome any prospective candidates to visit our school and see what Greet is all about! Please call our school office on 0121 464 3360 to arrange a visit, or email enquiry@greet.create.org.uk.

Create Partnership Trust is committed to safeguarding and protecting our children and young people. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Our safeguarding system is underpinned by policies and procedures which encourage and promote safe working practice across the Trust. On joining you will be required to undergo continuous professional development to maintain safe working practice and to safeguard our children and young people.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the [DBS filtering guide](#).

This post is covered by part 7 of the immigration act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement of this role.

Online searches are carried out on all shortlisted candidates for positions at Create Partnership Trust. The searches are carried out to identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with the candidate at interview. Please find a link to our safeguarding policy <https://www.create.org.uk/policies-documents> you are encouraged to read this policy prior to applying to work with us.

CREATE PARTNERSHIP TRUST IS COMMITTED TO PROMOTING A DIVERSE AND INCLUSIVE WORKFORCE