

# SEND Support Assistant Candidate Information Pack

Telephone: 01206 572544 Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)

Website: [www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

# Welcome



Dear Applicants,

Welcome to St Mary's School. We have been educating girls from Colchester and the surrounding areas since 1908 and as such have built a very strong reputation within our local community. Throughout this time the school has grown in size and is now located on two sites. The Senior School is close to the town centre whilst the Lower School and Kindergarten enjoy a more rural location.

St Mary's is a happy and thriving school and we are proud of each and every one of our pupils. We are proud of our diverse student population and we are passionate to create a team of staff reflective of this diversity.

The Senior Leadership Team at St Mary's is small and the positive and collective vision of the team has ensured the success of the school.

This is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community.

If you believe that you can rise to the broad and challenging expectations of the role and you have a genuine desire to work in an environment that has the needs of its students at heart, we look forward to hearing from you.

**NICOLA GRIFFITHS**

Principal

# The school

St Mary's is an Independent day school in Colchester, Essex for girls age 3-16 and boys age 3-4.

Our vision is to empower girls to thrive at school and beyond.

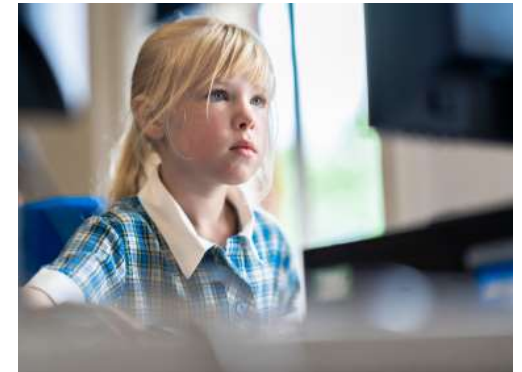
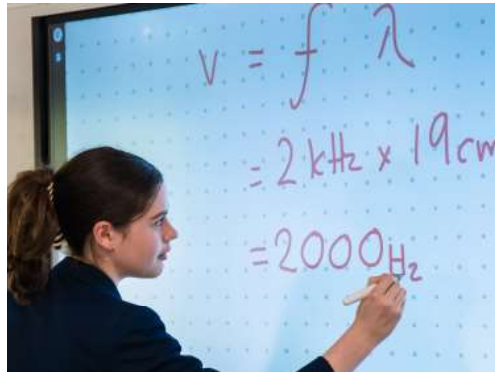
The Lower School was ranked 12th highest performing Preparatory Schools in England by the Sunday Times last year. Many girls achieve scholarships to senior school and we have an impressive 11+ pass rate for those who choose to sit the exam. At the Senior School, excellent GCSE results are achieved each year. We're able to achieve such success by tailoring the education to suit the needs of each individual in our small classes and by giving the girls the encouragement and support they need to aim high.

We are strong believers that success in life comes from more than just impressive exam results. At St Mary's we offer a brilliantly balanced education in order to develop exceptionally well-rounded individuals. With a huge variety of clubs, enrichment activities, music and drama productions, visits and international travel experiences on offer, there's ample opportunity to learn new skills and develop talents. There are numerous positions of responsibility available to the girls which help develop their leadership skills, and we foster team spirit through initiatives such as the School Council and School Houses.

For young people to thrive we firmly believe they must feel confident, relaxed and secure. Every child is known and understood and the girls feel comfortable challenging themselves and asking questions.

We believe in instilling the values of respect and courtesy, and through our charity and outreach work the students develop a strong sense of community. We are a leading Eco School and the students get a strong sense of caring for the environment as a result. As a global member of the Round Square Organisation, those who attend St Mary's benefit from our international links, which helps to broaden their horizons.

In this positive environment our young people develop the strength of character and the self-belief they need to make the very most of the life that lies ahead.



# Job description

Job title:	SEND Support Assistant
Reporting to:	SENCO
Hours:	8:30am – 4:30pm, term-time only (0.8 FTE)
Salary:	£26,000 - £29,000 (full time equivalent, dependent on experience)

This exciting new role offers the opportunity to make a real difference in the lives of pupils with SEND needs, and particularly those with neurodiverse needs, including ASD and ADHD. The successful candidate will take a proactive role in raising awareness of neurodiverse needs and support across the school while helping to plan and deliver interventions to support regulation and social communication needs for pupils. Alongside this, you will support as a HTLA by working collaboratively with the SENCO and teachers to provide essential support, ensuring our SEND pupils can access the curriculum effectively.

The desirable candidate will bring expertise and knowledge in neurodiversity and have skills and experience support SEND pupils in a range of environments. This role represents an excellent opportunity for a passionate educator who is committed to creating an inclusive and supportive learning environment where every pupil can thrive. No two days in school are the same and the role reflects this reality, and daily activities will vary depending on the needs of the school. The role will involve supervision of small groups of pupils in our 'Learning Hub' when required as well as assisting in the operation of detention. The role will also include some administrative duties.

## Key Responsibilities:

### 1. Supporting the SENCO

- To work alongside the SENCO to lead on neurodiversity within Learning Support, providing intervention and supporting pupils with communication and interaction, to reach their full academic potential and engage with the school values.
- To work alongside the SENCO in planning and delivery of personalised intervention sessions, which effectively target social, emotional and other needs which are specific to pupils with neurodiversity.
- To assist the SENCO in ensuring appropriate provision is in place for pupils with high needs through the compilation of personalised One Plans, assignment of exam access arrangements, and through people-centred practices.
- To design and implement personalised support strategies for pupils with ASD, ADHD, and other neurodiverse needs, working alongside the SENCO and working with pupils.
- To help carry out assessments and tracking of progress of pupils with SEND under direction from the SENCO.
- To help create and prepare relevant resources appropriately for SEND pupils.
- To help provide feedback in conjunction with the SENCO to pupils and their families in relation to progress and achievement.

- To assist the SENCO in meeting with parents to discuss progress and provision, taking minutes and carrying out follow-up action as necessary.
- To work alongside other external professionals in assessing and supporting pupils' progress/needs.
- To provide administrative support to the pastoral team if requested, such as making phone calls, updating records and ensuring messages reach pupils and parents.
- To assist the SENCO in maintaining and keep up to date electronic records relating to pupils with SEND.

## **2. Supporting Pupils Outside of Lessons**

- To supervise and monitor pupils within the 'Learning Hub' to support their learning and positive behaviours.
- To keep a register of pupils accessing the 'Learning Hub' and providing a regular analysis for the Assistant Heads.
- To liaise with teaching staff to ensure pupils have appropriate work to complete whilst in the 'Learning Hub'.
- To be a safe person for pupils who struggle to attend lessons regularly in school to ensure they feel safe and supported and build personal resilience over time
- To responsible for contacting parents to give updates about how pupils have engaged whilst in the 'Learning Hub'.
- To work with the Assistant Heads in trying to reintegrate pupils back into lessons as soon as possible.

## **3. Supporting the School's Behaviour System**

- Assist in the operation of the school detention system by supervising detentions and ensuring that the register is taken accurately.
- Provide mentoring support for pupils who may be struggling, under the direction of the Assistant Head (Pastoral and Pupil Development).
- Help maintain electronic files and data used within the behaviour administration systems.

## **Other Duties**

- To attend INSET training.
- To attend appropriate staff meetings, training, open days, and other events as required.
- To attend trips and residentials as required.
- Be first aid trained.

## **Other Information**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from the Principal including ad hoc projects and to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job, commensurate with the grade and job title.

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

# Person specification

(E) = Essential

(D) = Desirable

## Qualifications/Knowledge

- Educated to at least GCSE Level with Grade C or above (or equivalent) including English and Maths (E)
- NVQ 4 for Teaching Assistants (equivalent qualifications will be considered) (E)
- Qualification or specific training on neurodivergent conditions (D)
- HTLA status (D)
- Experience of working with in schools (E)
- Experience of working with SEND and neurodiverse pupils, including ASD and ADHD (E)
- Relevant training to help support SEND and neurodiverse pupils (D)
- Experience of planning and leading academic or therapeutic interventions 1:1 or in small groups (D)
- Experience of writing personalised plans for SEND, including neurodiverse pupils (D)
- Experience of assessing access exam arrangements (D)
- Understanding of relevant policies and legislation (E)
- First aid qualification or willingness to obtain one (E)
- Experience with iSAMS or similar databases (D)
- Experience of working with external professionals or multi-agency working (D)

## Skills and Expertise

- Excellent IT skills (E)
- Ability to focus on detail and accuracy (D)
- Excellent organisational and planning skills including the ability to be flexible to achieve targets (E)
- Ability to work to deadlines (E)
- Enthusiastic, innovative and forward-looking (E)
- Ability to develop knowledge through the evaluation of own learning needs (E)



## Personal Qualities

- Ability to remain calm under pressure and able to adapt to change quickly (E)
- Good customer service/can-do attitude (E)
- Ability be a team player and to work collaboratively with diverse range of professional colleagues (E)
- Self-motivated and able to work unsupervised (E)
- Flexible and adaptable (E)
- Willing & quick to learn new skills & procedures (E)

# Benefits

## Employee Assistance Programme

Confidential 24-hour helpline  
Counselling sessions  
Wellness app

## Meals and Refreshments

Lunch available during term-time  
Tea and coffee facilities provided

## Physical Health

Occupational health support  
Annual flu vaccination  
Discounted gym membership  
Benenden Healthcare (optional)  
Bike2Work Scheme

## Professional Development

Staff discount for School fees (subject to qualifying criteria)  
Financial coaching through the EAP  
Regular benchmarking of salaries  
Access to BlueLight Card and other discounts

## Professional Development

Life and leadership coaching through the EAP  
INSET training

## Additional Benefits

Pleasant working grounds and location  
Free parking on site



# Application process

Closing date for applications: Friday 8th August 2025

Date of interviews: On a rolling basis

An application form can be downloaded from the school website:  
[www.stmaryscolchester.org.uk/vacancies](http://www.stmaryscolchester.org.uk/vacancies)

Candidates should complete their application form and return it to Mrs M Terry, HR & Compliance Officer at:

Email: [careers@stmaryscolchester.org.uk](mailto:careers@stmaryscolchester.org.uk)  
Post: St Mary's School, 91 Lexden Road, Colchester, Essex, CO3 3RB

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## Safeguarding

St Mary's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All candidates must be willing to undergo child protection screening.

Please visit [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/) to read our Application & Recruitment process explanatory notes.

## Privacy notice

Please read our Privacy Notice for Job Candidates, which can be found at [www.stmaryscolchester.org.uk/vacancies/](http://www.stmaryscolchester.org.uk/vacancies/)

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice will inform you as to how we look after personal data held by us and tell you about your privacy rights and how the law protects you. It is important that you read this Privacy Notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data so that you are fully aware of how and why we are using personal data. This Privacy Notice supplements the other notices and is not intended to override them.



St Mary's  
Colchester

