JOB DESCRIPTION & APPLICATION PACK

SEND Teaching Assistant



The Willows School
Dream · Believe · Achieve

Silver Birch
Empowering Every Learner, Building Skills for Life

Cherry Tree School
Building Resilience, Inspiring Growth

Maple School
Helping Young Minds Take Root and Grow

BRANCHES
Education Group

www.branches-education.org.uk

Branches Education Group Welcome to Your New Beginning

Inspiring Growth. Nurturing Potential.
Transforming Futures.

A Warm Welcome

Welcome to Branches Education Group — a dedicated family of Special Educational Needs (SEN) schools where every young person is celebrated, supported, and empowered. Joining us means becoming part of a team that believes in unlocking potential, embracing individuality, and shaping brighter futures together.

Whether you're joining The Willows School or Silver Birch School, your role is vital, valued, and truly impactful. We're thrilled you're considering taking your next professional step with us.



Who We Are

Branches Education Group is home to four specialist schools and a virtual school:

The Willows School
Dream · Believe · Achieve

Silver Birch
Empowering Every Learner, Building Skills for Life

Cherry Tree School
Building Resilience, Inspiring Growth

Maple School
Helping Young Minds Take Root and Grow

PRIME
Pupils Re-engaging in Mainstream Education

Our Vision

To create safe, stimulating, and inclusive learning environments where every learner can grow confidently, learn joyfully, and flourish fully — academically, socially, and emotionally.

Our Values

Compassion
We meet every child where they are.

Consistency
We build trust through structure, routine, and strong relationships.

Creativity
We think beyond traditional teaching, finding what works for each learner.

Collaboration
We grow stronger when we work together — as colleagues, families, and communities.





What We Offer

Career Growth & Opportunities – We're expanding, which means more pathways for you to grow too!

- Comprehensive Induction & Training – Including Safeguarding, First Aid, CPI, PACE, Attachment & Trauma training
- Supportive Team – You'll be working with a skilled, encouraging, and friendly staff group
- Refer a Friend Bonus
- Blue Light Card – Enjoy discounts on lots of everyday favourites!
- Company Pension Scheme
- Free On-Site Parking

SIX Reasons Why to Join Our Team

1) Inspirational management team that genuinely cares about both pupils and staff wellbeing.

2) Opportunities for personal growth and development due to the family size feel of the school and its independent structure.

3) A real chance to build a work/life balance in what can be a challenging profession with reduced paperwork and bureaucracy.

4) Small class sizes ensure more focused learning with pupils to really be able to make a difference to their attainment.

5) About to achieve transformational outcomes for families through innovative practice that is based a holistic approach.

6) Genuine professional autonomy.

SEND Teaching Assistant

Role Type: Permanent, Term Time
Reports To: Headteacher
Job Title: Teaching Assistant OR Learning Advocate (dependent on qualifications)
Salary: FTE - £27,656.83 - £29,442.09
TAKE HOME - £23,656.00 - £25,183.00 (DOE)
Hours of Work: Monday to Friday 37.5 hours per week TERM TIME ONLY

Branches Education Group is a dedicated family of Special Educational Needs (SEN) schools where every young person is celebrated, supported, and empowered. Joining us means becoming part of a team that believes in unlocking potential, embracing individuality, and shaping brighter futures together. Whichever school in our group you join your role is vital, valued, and truly impactful. We're thrilled you're considering taking your next professional step with us.

Our Vision is to create safe, stimulating, and inclusive learning environments where every learner can grow confidently, learn joyfully, and flourish fully — academically, socially, and emotionally.

Our Values

- Compassion - We meet every child where they are.
- Consistency - We build trust through structure, routine, and strong relationships.
- Creativity - We think beyond traditional teaching, finding what works for each learner.
- Collaboration - We grow stronger when we work together — as colleagues, families, and communities.

Purpose of the Role
Teaching Assistants play a vital role in supporting high-quality teaching and learning across the school. They work closely with teachers and other professionals to provide academic, emotional and behavioural support to pupils, ensuring that each child can access the curriculum and make progress in a safe, inclusive environment.
The role requires patience, empathy, adaptability and a commitment to the individual needs of our learners.

Key Responsibilities
Support for Pupils

- Provide individual and small group support to pupils in lessons and intervention sessions.
- Promote the development of pupil independence, self-confidence and emotional regulation.
- Assist with the implementation of Education, Health and Care Plans (EHCPs).
- Use a trauma-informed, relationship-based approach to support pupils with emotional or behavioural needs.
- Establish positive, supportive relationships with pupils, acting as a trusted adult.
- Encourage participation in learning activities and help pupils remain on task.
- Provide care and supervision during non-teaching times, such as lunch and break periods.

Support for Teaching and Learning

- Work under the direction of the class teacher to prepare, adapt and organise materials and resources.
- Assist in the delivery of lessons and learning activities across the curriculum.
- Monitor pupil progress and provide feedback to teachers and relevant professionals.
- Contribute to classroom routines, displays, and organisation to support a calm and structured environment.
- Support the implementation of behaviour plans and individual support strategies.

Support for the School

- Uphold the values and ethos of The Willows School and Silver Birch School in all aspects of the role.
- Maintain confidentiality and professional boundaries at all times.
- Attend relevant training and participate in staff development sessions.
- Work collaboratively with colleagues, families and external professionals.
- Follow all safeguarding procedures and report concerns in line with school policy.
- Contribute to a positive school culture where every child feels safe, included and valued.

Person Specification

Criteria	**Essential/Desirable**
Relevant Level 2 or Level 3 Teaching Assistant qualification	Desirable
Experience working with children or young people with SEND or SEMH needs	Essential
Strong communication and interpersonal skills	Essential



Ready to Grow With Us?

If you're passionate, patient, and excited to help children with unique learning needs reach their full potential...
you'll feel right at home here.
We can't wait to meet you and watch you grow — just as we help our students grow, one brilliant step at a time.
If you think you'd be a great fit, please complete our Application Form, if you'd like to speak to someone, please reach out to:

hr@branches-education.org.uk

BRANCHES Education Group

The Willows School
Dream · Believe · Achieve

Silver Birch
Empowering Every Learner, Building Skills for Life

Cherry Tree School
Building Resilience, Inspiring Growth

Maple School
Helping Young Minds Take Root and Grow