



Stanhope Primary School



Masters Road • Wellesley • Aldershot • Hampshire • GU11 4GJ
info@stanhope.school • www.stanhope.school

Job Description

SEN Practitioner with Lunchtime Duties

Job Title: SEN Practitioner with Lunchtime Duties

Reports to: Headteacher

Liaises with: SENCO & Resource Provision (RP) Teacher

Start date: September 2026

Salary: PS4 £25,052 - £26,825 FTE (PS4.1 pro rata £18,516 to £19,827 per year)

Disclosure level: Enhanced

Contract; Fixed Term till 31st August 27

Term time only + INSET days

8.30 am – 3.15 pm (break for lunch) 31.25 hrs/week

Main Purpose of job; To support and guide pupils, by either working within the classroom, or with a small intervention group or with an individual who has Special Educational Needs.

At Stanhope Primary School, we believe every child deserves an inclusive, nurturing and engaging learning environment where they feel safe, valued and able to thrive. As a **SEN Practitioner within Resourced Provision**, your primary role will be to work closely with the **RP Class Teacher, SENCO and wider inclusion team** to deliver high-quality, evidence-based interventions and day-to-day support for pupils with **EHCPs and SEMH needs**, within the RP, predominantly in **Early Years and Key Stage 1**.

You will support children in the RP by working **1:1, in small groups and alongside class teachers and LSAs**, supporting children to build essential skills and eventually integrate into the mainstream classroom. This includes supporting pupils' emotional regulation, engagement in learning, development of transferable skills and gradual integration into mainstream settings, in line with their individual pathways.

The role requires **adaptability, strong communication skills and a relational, trauma-informed approach**, as well as a secure understanding of the practical and organisational demands of daily school life. As a key member of staff within the provision, you will model calm, consistent and high-quality practice, support colleagues, and contribute meaningfully to whole-school SEND development.



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Training and professional development will be provided to enable you to deepen your expertise and continue developing as a reflective practitioner, ensuring that pupils with additional needs are supported to achieve their full potential—emotionally, socially and academically.

General Responsibilities

Professional Standards

- Uphold the expectations set out for support staff in line with relevant guidance and legislation.
- Maintain professionalism by adhering to the school's policies, procedures and values.
- Act within statutory frameworks, promoting high standards of safeguarding, inclusion and professional conduct.

Collaborative Practice

- Work closely with the RP Class Teacher, SENCo, Class Teachers and LSAs to provide cohesive support.
- Support a positive, trauma informed culture across the school.
- Build strong relationships with parents, carers and external professionals.

Safeguarding

- Prioritise the welfare and safety of pupils in line with safeguarding policy, Keeping Children Safe in Education, and Working Together guidance.

Core Duties

Teaching, Learning and Intervention Delivery

- Support the planning and delivery of high-quality provision and intervention for children primarily within the RP but with scope to have whole school impact.
- Work 1:1 or with small groups, adapting support in line with pupil needs, support plans and EHCPs.
- Contribute to the creation of resources and adapted materials.
- Promote independence, resilience and engagement in learning.

Supporting LSAs and Whole School SEN Practice

- Model effective approaches to Ordinarily Available Provision and adaptive strategies.
- Support LSAs in developing strong classroom practice and intervention delivery.
- Share best practice and contribute to ongoing development of SEND provision.

Assessments and Monitoring

- Carry out assessments linked to interventions and SEND targets.
- Record progress, observations and outcomes clearly and accurately.



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- Provide written and verbal feedback to the RP Class Teacher and SENCo.
- Assist in monitoring the effectiveness of interventions and provision

Trauma Informed Practice

- Foster psychological safety through consistency, routine and strong relationships.
- Support de-escalation strategies and help pupils regulate and re-engage in learning, in line with school standard.

Collaboration and Communication

- Work alongside teachers to adapt strategies and approaches for individual pupils.
- Maintain constructive communication with families when appropriate.
- Support the coordination of external agency involvement where required.

Professional Development

- Engage proactively in CPD relating to SEND, intervention delivery and trauma informed practice.
- Reflect on practice and seek opportunities for continuous improvement.

Additional Duties

- Contribute to SEN reviews, meetings and reports where appropriate.
- Undertake any reasonable responsibilities requested by the Headteacher to support the smooth running of the school.

Health & Safety and Compliance

- Follow school H&S policies to ensure a safe environment for pupils and staff.
- Maintain confidentiality and uphold data protection legislation.

Performance Management

This job description will be reviewed annually in line with school needs, pupil needs and ongoing professional development.

Safeguarding Statement:

Engage Enrich Excel Academy Schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS) to safeguard our pupils.