



Independence Support Assistant Job Pack

Actual Salary £13,902 Per Annum. Term Time Only

Salary KR4 £18,517 for full time equivalent.

Required ASAP.

8.30am – 3.30pm four days a week and 8.30am – 4pm one day a week

One Year Fixed Term Contract

Closing date – Monday 23rd May 2022 at 9am



The Governors of DSTC wish to appoint an Independence Support Assistant to support a named SEND student in lessons, conducted by a teacher, as allocated.

Duties will include:

- To provide individual support as identified within High Needs Funding (HNF) of named SEND students, including where needed physical help moving students in and out of classroom situations.
- To assist classroom teachers in devising a highly personalised and differentiated curriculum.
- To keep a daily record of support in own planner.
- To keep a daily record of parental conversations in planner, and to discuss these with SEN Lead and/or SENCO.
- To log contact with parents / other external agencies on SIMs and liaise with Study Centre Lead regarding these
- To evaluate and plan weekly support and prepare appropriate work.
- To complete reports for Annual Reviews and to help implement the targets set.
- To complete Provision Map / Personalised Plans with named students and key students three times yearly.
- To provide 1:1 withdrawal as specified within the HNF agreement.
- To provide named students with support / supervision during unstructured times, such as break and lunch.
- To liaise with parents via discussions during handovers, or by phone or email, as appropriate.
- To attend relevant in-service training.
- To be supportive of school procedures.

- To work as part of a team.
- Such other duties as the Principal or Governors may require from time to time.

Person specification

- We are looking for someone with good literacy and numeracy skills, must be educated to GCSE level 4 (Grade C) or above in both English and Maths.
- Experience of working within the national curriculum up to Key Stage 4 would be advantageous as would be experience of working with students at any age group.
- Effective written and verbal communication skills.
- A high level of attention to detail.
- Ability to work effectively within a team and independently.
- Experience using computers for a variety of tasks.
- Competency in Google or Microsoft products and SIMS would be advantageous.
- The ability to communicate effectively with Teachers, students, other school staff, parents and carers and the wider community.
- The ability to be patient and remain calm in challenging and busy situations.

May 2022

Dear Applicant

Thank you for your interest in working at DSTC. This is a great opportunity for someone who wants to make a difference to the lives of girls in Dartford by broadening their knowledge, skills and understanding.

Teaching morale in the school is high as we are all working to the same vision namely:

“Everyone excels in all endeavours”

We have a culture of quality first teaching and high aspirations, which we use to show our girls that they can achieve. We believe all lessons should challenge, support and inspire girls to learn and be curious. The successful candidate must be able to support those who find the subject difficult whilst stretching the more able.

Lessons at DSTC have a calm and purposeful atmosphere with the students showing a genuine interest in learning. Our teachers tell us they enjoy being able to teach and enable the students to learn with very little disruption.

Some of our girls choose to come to us having passed the Kent selection test and we have a clear duty to ensure that they can reach the highest grades possible. We do this through our express group who work at an accelerated pace.

We proactively support our girls through their adolescent years to empower them and support them to become morally well-grounded young ladies. Our pastoral care is excellent.

Community values feature high in the College ethos where we work in partnership with a host of groups to give something back, our annual Community Day is a unique and amazing example of this.

We are a Co-operative Trust School and embrace the values of self-help, self-responsibility, democracy, equity, equality and solidarity.

The successful applicant will join a popular and ever-evolving team of incredible practitioners and will have the chance to teach across all Key Stages.

I look forward to receiving your application.

Yours sincerely

Anne Davis

Anne Davis
Principal



OUR SCHOOL

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on having small average class sizes and excellent pastoral care.

We are an Ofsted Good School (March 2017) where it was recognised that “all groups of pupils achieve well” and “the behaviour of pupils is good”. This has continued since that time and we remain determined to ensure that all students are challenged and reach their potential in all subjects.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10minute drive from both the A2 and M25 and only a 15 minute walk from Dartford Station where both trains and buses run frequently. We have free parking on site for all staff.

WHAT WE CAN OFFER YOU

Additional Benefits:

- Free on-site parking
- Free use of on-site Gym
- Free tea and coffee
- Kent Reward Scheme
- Induction programme

HOW TO APPLY

Applications should be made online through Kent Teach. Applications by CV are not accepted.

Closing date for applications Monday 23rd May 2022 at 9 am.

We are committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).

HOW TO CONTACT US

Dartford Science and Technology College Heath Lane, Dartford, Kent DA1 2LY

Tel: 01322 224309 www.dstc.kent.sch.uk

If you would like any further information please contact Susan Wells on 01322 224309 or by email to Susan.Wells@dstc.kent.sch.uk



JOB DESCRIPTION

Name:

Post Held: Independence Support Assistant

Responsible to: SEND Lead

Hours per week: 8.30am - 3.30pm four days a week 8.30am - 4pm one day per week.

Weeks per year: Term time only

CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF

- To adhere to the College's Staff Code of Conduct.
- To be aware of and to follow the most up to date GDPR regulations.
- Safeguarding
 - To be committed to safeguarding and promoting the welfare of all young people.
 - To undertake annual safeguarding training.
 - To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
- Health and Safety
 - To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
 - To report any shortcomings in the employer's health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).

KEY DUTIES & RESPONSIBILITIES:

- To support named SEND student(s) in lessons, conducted by a teacher, as allocated.
- To provide individual support as identified within High Needs Funding (HNF) of named SEND students, including where needed physical help moving students in and out of classroom situations.
- To assist classroom teachers in devising a highly personalised and differentiated curriculum.
- To keep a daily record of support in own planner.
- To keep a daily record of parental conversations in planner, and to discuss these with SEN Lead and/or SENCO.

- To log contact with parents / other external agencies on SIMs and liaise with Study Centre Lead regarding these
- To evaluate and plan weekly support and prepare appropriate work.
- To complete reports for Annual Reviews and to help implement the targets set.
- To complete Provision Map / Personalised Plans with named students and key students three times yearly.
- To provide 1:1 withdrawal as specified within the HNF agreement.
- To provide named students with support / supervision during unstructured times, such as break and lunch.
- To liaise with parents via discussions during handovers, or by phone or email, as appropriate.
- To attend relevant in-service training.
- To be supportive of school procedures.
- To work as part of a team.
- Such other duties as the Principal or Governors may require from time to time.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.