



Resource Support Assistant Job Pack

Required ASAP.

11 hours per week- days and hours to be agreed.

Term time only.

Actual Salary £4,853 Per Annum.

Salary KR4 £19,389 for full time equivalent.

Fixed term contract to the 31/8/23 in the first instance

*“The school is a nurturing, engaging place
where pupils achieve well and flourish.”*



Dartford
SCIENCE & TECHNOLOGY COLLEGE



The Governors of DSTC wish to appoint a Resource Support Assistant to assist with the personalised learning of a named SEND student. Previous experience of supporting a SEND student with their learning resources will be advantageous, as will experience of supporting students at Key Stage 3. Duties will include:

- To advise staff on the correct style for the named SEND student in receipt of High Needs Funding (HNF).
- To assist classroom teachers in devising a highly personalised and differentiated curriculum.
- To provide personalised resources, bespoke to the HNF SEND student, forwarded by teachers.
- To monitor and log work sent, by whom, and when.
- To develop knowledge of software and resources designed to benefit the HNF SEND student.
- To return work to teachers in a timely manner in time for lessons (linked to receipt of work).
- To provide additional support for the named HNF SEND student to ensure an appropriate knowledge of needs and requirements in lessons.
- To keep a record of any external meetings or training related to role and forward pertinent information to SEN Lead/SENCO and any other relevant staff.



PERSON SPECIFICATION – Learning Support Assistant

Detail	Examples	Essential	Desirable
Specific qualifications & experience	Successful experience working with children in a school environment Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience GCSE A-C (Grade 4 and above) Maths and English	x	X X
Literacy	Good reading and writing skills	x	
Numeracy	Good numeracy skills	x	
Technology	Knowledge of basic ICT to support learning	x	
Written	Ability to write basic reports	x	
Verbal	Ability to use clear language to communicate information unambiguously	x	
Languages	Overcome communication barriers with children and adults	x	
SEN	Ability to understand and support children with developmental difficulty or disability		x
Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies		x x

Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance	x	x
Health & Well being	Understand and support the importance of physical and emotional wellbeing	x	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	x	
Team work	Ability to work effectively with a range of adults	x	
Information	Know when, how and with whom to share information Ability to follow instructions accurately	x x	
Personal	High expectation of self and others Good organisational skills Remain calm under pressure Ability to ensure confidentiality Ability to use own initiative Approachable Ability to work well within a team Reliable and trustworthy	x x x x x x x x	

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:

“Educating and empowering citizens of the future”

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 staff.

I look forward to receiving your application.

Yours sincerely

Anne Davis

Anne Davis Principal



OUR SCHOOL

Why work at Dartford Science and Technology College?

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on excellent pastoral care. There is a strong sense of community, based on excellent relationships between staff, pupils and parents. In 2017 Ofsted graded the school Good overall and Good in each category and in March 2022 they said that DSTC continues to be a good school.

"The school is a safe space for pupils to learn and develop as young citizens. The school has high expectations of pupils' behaviour, with strong systems to manage it. As a result, pupils behave very well. 100% of staff feel proud to work at DTSC and 85% of parents who responded to Parent View would recommend DSTC to other parents"
(Ofsted March 2022).

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 without disruption.

We are a Co-operative Trust school and are committed to supporting our workforce to be the best they can be. We can offer accelerated professional development with a personalised approach to developing all staff through coaching, mentoring and both internal and external training. Our new staff will have unparalleled opportunities to learn and bring excellent practice to bear in raising achievement for the students of DSTC.

DSTC is easily accessible by car, cycle or public transport. We are a 5-10 minute 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.

THE ROLE

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. (Please see attached job description for further details)

WHAT WE CAN OFFER YOU

Additional Benefits:

- Free on-site parking
- Free tea and coffee
- Kent Reward Scheme

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

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

Post Held: Resource Support Assistant

Responsible to: SEND Lead

Hours per week: 11 hours

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 advise staff on the correct style for the named SEND student in receipt of High Needs Funding (HNF).
- To assist classroom teachers in devising a highly personalised and differentiated curriculum.
- To provide personalised resources, bespoke to the HNF SEND student, forwarded by teachers.
- To monitor and log work sent, by whom, and when.
- To develop knowledge of software and resources designed to benefit the HNF SEND student.
- To return work to teachers in a timely manner in time for lessons (linked to receipt of work).
- To provide additional support for the named HNF SEND student to ensure an appropriate knowledge of needs and requirements in lessons.
- To keep a daily record of any support in own planner.
- To keep a record of any external meetings or training related to role and forward pertinent information to SEN Lead/SENCO and any other relevant staff.