

DOVER COLLEGE



Pupil Support and Admin Assistant Individual Needs

September 2023
Candidate Information Pack



Welcome

Thank you for your interest in this role. I hope that over the next few pages of this information pack you get a flavour of the College and the shared values our community is built on. We occupy a beautiful campus in the heart of Dover, with buildings dating back to the 12th Century. But there is nothing ancient in our approach to education. Our vision is centred around the following principles:

Small is beautiful! The values of the family run through Dover College. Our class sizes allow us to nurture confidence, encourage inquisitiveness and celebrate individual achievement.

We are academically ambitious. We take the time to really get to know each child so that the right balance of challenge and support is in place based on their needs.

We think differently. Our distinctive curriculum, connecting Early Years right through to Sixth Form, focusses not only on achieving excellent results but also developing inquisitive and creative minds ready for the challenges ahead.

We offer an all-round education. We encourage internationalism, democracy, care for the environment, adventure, leadership and service.

We are international and local. We welcome pupils from across Europe, Africa, Asia and the Americas, encouraging everyone to be inclusive, unprejudiced, cosmopolitan and outward looking.

Whether you are applying for a teaching role, or one within our support services, your contribution to our team will be immensely valuable.

Simon Fisher
Headmaster



Safeguarding

At Dover College, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff.

We have created a safer culture in which pupils, staff, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that appropriate and effective action will be taken.

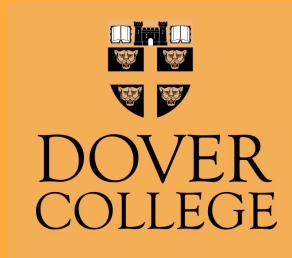
Our Safeguarding Policy and Child Protection Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, Dover College to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or one of her deputies.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the College and these are applicable to all staff.

Pupil welfare issues are addressed through the dedication of staff to the ethos of the College. The pupils are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates.

Our Safeguarding and Child Protection Policy can be accessed [here](#).





Pupil Support and Admin Assistant - Individual Needs

Dover College is a highly successful co-educational, boarding and day school of circa 320 pupils.

Dover College is seeking to appoint an committed and enthusiastic Pupil Support and Admin Assistant as part of our Individual Needs team to facilitate the departments aims to provide the most effective provision for each individual and in equip students with the skills they need to succeed. This is a newly developed role and would suit someone looking to extend their understanding of working with pupils with individual needs. This role will primarily support our pupils with learning activities, and provide administrative support within the Individual Needs department in the Senior School.

The role is part-time 0.5-0.6FTE (20-24 hours per week), term time only (34 weeks per year).

We are committed to the safeguarding of children. All employees must have the ability to understand and adhere to Child Protection and Safeguarding legislation. References will be taken prior to interview and a DBS check will be conducted on the successful applicant.

Closing date for applications: Friday 2nd June 2023

*We reserve the right to invite candidates for interview prior to the closing date and to close vacancies early if we have sufficient suitable applications.
Therefore, we encourage interested applicants to submit an application as soon as possible.

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| PREPARED: EB | REF: Teaching Assistant - Individual Needs |
| APPROVED: JE | REVISION: 001 DATE: May 2023 |

JOB PROFILE

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| REPORTING TO: Head of Individual Needs (Senior School) | PURPOSE OF JOB: To support and enhance existing SEND provision |
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KEY RESPONSIBILITIES

Support Pupils, including:

- Supporting and supervising pupils with the completion of work, particularly course work at GCSE
- Monitor and guide pupils using directed computer programmes
- Be prepared to provide support for pupils who 'drop in' requesting help with a variety of problems
- Providing emotional support to pupils who are not coping in class or around school
- Provide daily support for pupils with organisational difficulties
- Help pupils using assistive technology, providing training and practice

Run small groups, including:

- Work with small groups, under the direction of the IN teacher, for both maths and literacy
- Direct social skills groups
- Organise revision and study skills groups
- Increase lunchtime provision and activities for pupils, especially those with ASC/SEMH
- Establish and monitor touch typing groups
- Create reading groups

Administration and Access Arrangements, including:

- Assist with record Keeping
- Be willing to complete an Arrangement Coordination (APAAC) course, in order to:
 1. Gather evidence for Access Arrangements
 2. Complete of paperwork for Access Arrangements
 3. Act as scribe and/or reader
 4. Assist Exams Officer during exam periods

KEY RESPONSIBILITIES (CONTINUED)

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To comply with all policies and procedures including, but not limited to, Health Safety and Security; Data Protection legislation and best practice; Freedom of Information legislation and best practice; Child Protection, including DBS and enhanced disclosure requirements and the Equal Opportunities and Diversity Policy;
- Share the College's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the school;
- To undertake training as necessary;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by members of the Senior Leadership Team.

PERSON SPECIFICATION

ESSENTIAL

- Excellent communication and organisational skills
- Ability to organise and manage an appropriate learning environment
- A polite, professional and collaborative approach with the ability to work independently
- A flexible approach and adaptability to meet the changing needs of the students and school.
- A passion for inclusion and ensuring the best outcomes for all pupils
- Willingness to undertake training and a commitment to ongoing CPD
- A commitment to promoting and safeguarding the welfare of pupils;

DESIRABLE

- An understanding of SEND responsibilities and the Code of Practice
- Strong IT and written communication skills.
- Experience of supporting children with Autism would be advantageous
- Experience of developing social skills programmes

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