



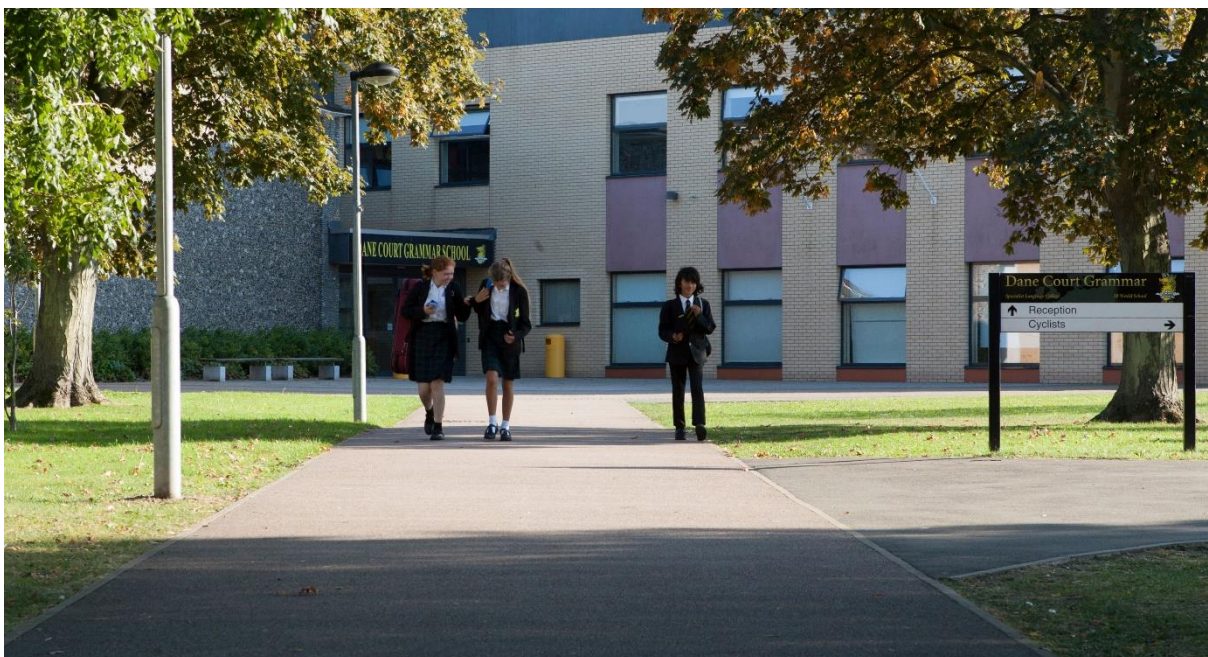
Dane Court Grammar School

Teaching Assistant (one-to-one support)

Temporary contract for the duration that the child is on the school roll

Application Pack

Required as soon as possible





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Welcome from the Headteacher

Dear Applicant

Thank you for your interest in the post of Teaching Assistant (one-to-one).

We are seeking a dynamic and hard-working individual to join our wonderful Special Educational Needs department. This role will involve one-to-one support for a student with an Education, Health & Care Plans (EHCP).

The successful candidate will:

- share our vision for the school as a 'place of belonging' and high expectations, where students work hard, achieve highly and treat each other with kindness;
- understand the importance of providing very high quality support for students with SEN;
- set high expectations for behaviour; insist on respect and kindness;
- provide high quality support to the SENCO and the team as a whole.

The support you provide the SENCO will be invaluable in implementing a vision for the department; you will, in turn, be given support in your own career and professional development.

I look forward to receiving your application.

Yours faithfully



Martin Jones
Headteacher



School Vision and Values and Aims

Vision

Developing knowledgeable and caring young people who help to create a better and more peaceful world

Values

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Aims 2021-2024

Curriculum & Teaching: outstanding learning, achievement & destinations

- *Provide an excellent academic education that enables all students to secure the highest grades in order to access world-class universities, the most competitive undergraduate courses and high quality employment-based opportunities*
- *Ensure students experience high quality lessons, characterised by: high challenge for all, high quality talk, frequent guided and independent practice, meaningful feedback, excellent support for learning and regular opportunities for knowledge retrieval (The DC6).*
- *Provide an excellent real-world education, including SRE & PSHE, to fully prepare students for the challenges and opportunities of modern living*
- *Provide high quality and inclusive support for students of all abilities and backgrounds and work closely with external partners to access specialist support for our students as required*
- *Provide varied, enriching and high quality extracurricular opportunities*

Wellbeing, welfare, behaviour & attitudes: outstanding relationships

- *Ensure that students are safe and able to make positive and informed choices to enhance their own wellbeing as well as the wellbeing of others*
- *Foster a caring, open-minded and principled school community where we all act with integrity and honesty*
- *Develop respectful and confident global citizens and young leaders*

Leadership: making a difference

- *Ensure that students from low income backgrounds have fair access to the school, receive excellent support, achieve highly and secure exciting destinations.*
- *Make a significant contribution to the education of young people across Thanet through partnerships with other schools, particularly those within the Coastal Academies Trust*
- *Ensure that staff are well-supported and workload is well-managed. Provide coherent and ambitious career and professional development pathways for all colleagues. Play a leading role in the development of EKLA and make a significant contribution to the planning and delivery of the alliance's programmes, including ITT and NPQs.*
- *Manage the budget to ensure the maintenance of a high quality working and learning environment with excellent facilities and resources*

Our Curriculum

Our curriculum is **broad, challenging** and **internationally-minded**

Intent

Our curriculum aims to give our students the knowledge and skills to succeed in the world as it is, and the wisdom, empathy and courage to fashion the world as it should be.

Teaching at Dane Court: the DC6



The Post

30 hours per week term time only.

The contract is for the duration of the time the student is on the school roll.

Salary: CAT Grade 3 pt8, £20295

Term time only – paid 43.70 weeks

Pro rata to £13791

This salary is pending the 6.5% payrise, once this is confirmed the salary will be: £21615 pro rata to £14689

Job Description

POST TITLE: Teaching Assistant (Student Welfare & Wellbeing)

RESPONSIBLE TO: SENCO

Main Job Purpose

The successful candidate will be expected to work under the instruction and guidance of teaching and senior staff to undertake support for a student with an EHCP. Work may be carried out in the classroom or outside the main teaching area. The role may also require travel to Canterbury or within the Thanet area to liaise with staff and the student off-site. This position is on condition of the child remaining at Dane Court Grammar School. The successful candidate will work under the guidance of teaching/senior staff and to create an agreed system of supervision and support for the student, carefully paced and tailored to their needs. Support will be required in break and lunchtimes.

Roles and Responsibilities

As an adult in the school, you will be responsible for safeguarding all students and promoting their welfare.

You will be expected to:

- Support a bespoke integration package for the student in school and off-site
- Liaise with parents and other school staff to deliver feedback on strategies used and progress made
- Assess and self-evaluate learning and mental-health needs and actively seek opportunities to support these needs
- Support the student in lessons, within the safe spaces in school and during break and lunchtimes

Training will be provided, however some knowledge of children and young people's mental health and understanding of a range of neurodiverse conditions would be desirable.

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job.

Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Person specification

Qualifications	Essential	Desirable
GCSE/O level English & Mathematics at 6/B and above		x
Strong level 3 qualifications (e.g. IB, A levels)		x
Degree		x
Experience	Essential	Desirable
Significant and successful experience of working with children in a school setting, including working with individuals and groups to support learning in and out of the classroom.	x	
Experience of working 1:1 with specific to children who have Autism		x
Previous experience working on a 1:1 basis with a child with an Education, Health & Care Plan		x
Experience of working with colleagues to set up short term goals for individual pupils and supporting the pupils in achieving these.		x
Experience of working with other adults in a team situation.	x	
Experience of working with professionals from outside agencies.		x
Knowledge	Essential	Desirable
A good knowledge of the issues surrounding children and young people's mental health.		x
A good knowledge of the issues surrounding neurodiverse conditions.	x	
An understanding of the principles of inclusion and a demonstrable commitment to inclusive education for all.	x	
Knowledge and understanding of child protection legislation		x
Skills	Essential	Desirable
Excellent communication skills, both oral and written, with the ability to adapt effectively for different audiences and different situations and use relevant GCSE-level academic language.	x	
Ability to be calm, caring and take a nurturing approach with students	x	
The ability to adapt to changing circumstances and needs	x	
Ability to present detailed and written reports, in a clear and professional style	x	

The ability to build very effective relationships with our student on a 1-1 basis, and to liaise with parents/carers to create the best environment for the student	x	
Ability to maintain confidentiality.	x	
Ability to listen, empathise and be a sensitive mediator and advocate on behalf of the student and their family.	x	

This job description may be amended at any time, in consultation with the postholder.



Safeguarding and Safer Recruitment

Dane Court is committed to safeguarding and promoting the welfare of children and young people in education and expects all staff to share this commitment. Safer recruitment is the first stage of the safeguarding process.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

All posts at Dane Court Grammar School are exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

Shortlisting:

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Whether they are prohibited from taking part in the management of an independent school
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Whether they are known to the police and children's local authority social care
 - Whether they have been disqualified from providing childcare
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the applications at the point of interview.
- In addition, as part of the shortlisting process we will carry out and make candidates aware of an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

References and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references e.g. to whom it may concern
- Not rely on applicants to obtain their reference
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations)
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- Always verify any information with the person who provided the reference
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify content where information is vague or insufficient information is provided
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- Establish the reason for the candidate leaving their current or most recent post
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

Interview and selection

When interviewing candidates, we will:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children
- Explore their skills and ask for examples of experience of working with children which are relevant to the role
- Probe any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service.
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities

- Verify their right to work in the UK including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website. If the person has lived or worked outside the UK, make any further checks the school or college consider appropriate. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher other classroom staff

In addition:

- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children, or
- Engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Please also see the following policies and documents:

[Keeping Children Safe in Education](#)
[Safeguarding and Child Protection Policy](#)
[Staff Conduct Policy](#)
[Behaviour and Discipline Policy](#)

[IT Acceptable Use Policy](#)
[Social Networking Acceptable Use Policy](#)
[Whistleblowing Policy](#)

What we can offer you

A popular and successful school with a high profile in the local community.

Well-motivated students who are excited about learning.

Bright, modern buildings with excellent facilities.

At the heart of the Coastal Academies Trust, with strong links to teachers and students in other local schools.

Located in Broadstairs, on the Kent coast, with a sunny climate and affordable housing, yet only 80 minutes by train from central London.

Forward-thinking curriculum: we are an International Baccalaureate World School, offering academic and vocational courses.

Friendly staff, working together and supporting each other.

Excellent induction programme.

Opportunities for high quality professional development.

Application Process

Closing date for applications is **Monday 25th September 2023 at 5pm.** Applications will be dealt with on receipt.

To apply please complete the online application form and submit a covering letter outlining how your knowledge, skills and experiences meet the competencies required for this post. The letter should be no more than two sides of A4.

Should you require any additional information please contact Carolyn Hobbs on hobbs@danecourt.kent.sch.uk or ask to speak to Martin Jones, Headteacher.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to our [Privacy Notice](#) for information about how we use any personal data about them we hold

