



**Ditton C of E
Junior School**

Working at Ditton C of E Junior School

Join our Team



**For Appointment of:
SEND Support Assistant**





Headteacher's Welcome

Mr Graham Ward

Thank you for your interest in the role at Ditton C of E Junior School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

We are incredibly fortunate to have access to large grounds and extensive resources which we have many plans to improve provision for all children for.

The school has worked on many areas within the last year, developing a clear vision and values which encompasses all that we do as a school. Our Christian vision, linked to 'Aspire, Believe and Care' guides all of our development within the school. We also have additional values that we aspire for all the children to live out within their daily lives at Ditton; these are: **PERSEVERANCE, RESPECT, RESPONSIBILITY, COMPASSION & LOVE.**

We want to make sure that the school we are building here stays rooted in this community and mirrors your aspirations.

Ditton officially joined Aletheia Academies Trust on the 1st November 2023. The school aspired to become a part of a larger organisation, which offered opportunities to not only the children, but also to staff and the community. The School felt that it was important to join a Trust which allowed it to keep its own identity and develop the vision for the local community that it serves.

Our team of dedicated professionals go above and beyond every day to ensure children have the best education and live life to the fullest through our values of responsibility, respect, perseverance, courage and empathy.

It is these values and principles that make me feel so proud and privileged to serve as the Headteacher of Ditton Church of England Junior School.

I look forward to receiving your application.

Ditton C of E Junior School



At Ditton Church of England Junior School, we believe in providing the best quality teaching and learning for all our pupils. We all work together to ensure that our curriculum engages all learners and provides opportunities for deeper learning. Wherever possible we encourage children to plan the direction of their learning. In doing so, we will enable our pupils to develop the ability to acquire confidence and a positive mental attitude to all tasks, leading to the improvement of knowledge and skills within an environment that allows for individual differences and learning styles: whilst maintaining a sense of safety and security.

Our school vision is taken from the bible. Jesus said, "I have come that they may have life and live it to the full." Adults and children here talk a lot about what a full life means, and we realise it's not just about getting and grabbing loads of opportunities, but also about handling those opportunities well. To help us explore that we have six values around how to live your life and grow. PERSEVERANCE, RESPECT, EMPATHY, RESPONSIBILITY, COMPASSION & LOVE.

We want to make sure that the school we are building here stays rooted in this community and mirrors your aspirations.



Diocese of
Rochester

Job Description

Job Title	SEND Support Assistant
Location	Aylesford, Kent
Duration	Fixed term from 1 st Sept 25 to 31 st Aug 26
Work Hours	15 hours per week (3 hours per day Mon-Fri), term-time plus staff development days (39 weeks per year)
Reporting to	Assistant Headteacher
Salary	AAT C.5 – £8,883.61 per annum (FTE £25,252)
Pension	LGPS



An exciting opportunity has arisen for a SEND Support Assistant of exceptional ability to join our team at Ditton Church of England Junior School.

We are looking to appoint a caring and empathetic SEND Support Assistant with energy and enthusiasm, and a love for working with young people. The role is to support specific students with complex needs. Our ideal candidate will have experience of working with children who have complex needs and will have a passion for making learning accessible and fun.

We would love to hear from you if you:

- ✦ want to be involved in shaping and developing outstanding learning experiences to enable all children to thrive
- ✦ want to work in a supportive and caring environment
- ✦ are committed to enabling every child to achieve the very best they can

Key Responsibilities



Job Purpose and Accountabilities

To assist in promoting the learning and personal development of the pupil to whom you are assigned, to enable him/her to make best use of the educational opportunities available to them, by, for example:

- Clarifying and explaining instructions.
- Ensuring the pupil can use equipment and materials provided.
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation etc.
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task.
- Liaising with class teacher, SENCO and other professionals about personalised learning plans (PLPs), contributing to the planning and delivery as appropriate.
- Providing additional nurture to individuals when requested by the class teacher or SENCO.
- Consistently and effectively implementing agreed behaviour management strategies.
- Helping to make appropriate resources to support the pupil.
- To establish supportive relationships with the pupil concerned.
- To promote the acceptance and inclusion of the pupil with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- To give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.





- To support the pupil in developing social skills both in and out of the classroom.
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback on the pupil's learning and behaviour to the teacher/SENCO.
- Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development.
- To know and apply school policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc.
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- To be aware of confidential issues linked to home/pupil/teacher/school.
- To contribute towards reviews of the pupil's progress as appropriate.
- To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- To take part in training activities offered by the school to further knowledge and skills of working with a child with specific learning difficulties
- To be willing to support playground/break time supervision e.g. educational games, homework clubs etc.
- To accompany teacher and pupils on educational visits.

This is illustrative of the general nature of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Head of School.



**“Behaviour is positive around the school and in lessons.”
- Ofsted, 2019**

Person Specification



E D

Qualifications and Experience

GCSE or equivalent level, including at least a Grade C/4 in English and maths

E

Relevant Level 2 or 3 qualification in Supporting Teaching and Learning, Childcare, or a related field (or willingness to work towards one)

E

Relevant qualifications and experience in supporting children with Special Educational Needs and Disabilities (SEND), such as Makaton, social communication strategies, or speech and language support

E

Successful, relevant experience of working with children of primary age within a learning environment

E

Experience working with children with Special Educational Needs and Disabilities (SEND), particularly in an educational setting

E

Skills and Knowledge

Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice.

E

Understanding of statutory frameworks relating to teaching.

D

Excellent organisational and interpersonal skills.

E

Ability to relate well to children and adults.

E

Ability to work on own initiative.

E

Knowledge of behaviour management strategies and ability to implement them consistently

D

An understanding of using assessment for learning to enable pupils to make progress

D

Personal Qualities

Demonstrate and promote the same positive values, attitudes and behaviour that are expected from all pupils.

Work collaboratively with colleagues to meet the needs of all pupils.

Carry out all aspects of the role effectively and to seek help and advice when necessary.

Liaise sensitively and effectively with parents, carers, and outside agencies (if necessary) recognising their role in a pupils learning.

Continually seek to improve their own practice, including through observation, examination, and discussion with colleagues and to seek advice and guidance, as necessary.

All Essential Criteria

E = Essential

D = Desirable

How to Apply



If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

People and Culture Team
HR@aletheiatruster.org.uk
01474 531945

To apply for this role, please visit [MyNewTerm](#).



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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