

Part-time SEND Teaching Assistant

16 hours per week / Term-time Only (38 weeks)

Salary: KSB (£25,126) – actual salary: £6692.30

Required: September 2025



Dover Grammar School for Girls is proud of its welcoming, inclusive and caring community; relationships between students and staff are very strong and support this. We are an innovative school, where staff's workload and wellbeing are central to everything we plan, ask and do – we are a school that puts our staff first. The ethos and culture of the school was captured perfectly during our most recent inspection (March 2025):

“There is a caring and supportive ethos throughout the school.”

“This school is well led.”

“Leaders are aware of, and sensitive to, staff's workload and well-being”

“Staff appreciate the professional development they receive and know their work is valued.”

“[staff] feel well supported and are happy and proud to work at this school.”



Dear Applicant,

Thank you for your interest in Dover Grammar School for Girls (DGGS) and the position of Special Educational Needs and Disabilities TA. This is an exciting opportunity to join our staff body and work in a school that prides itself on its approach to supporting staff wellbeing, managing excessive workload and creating positive working conditions. I hope this Application Pack contains all the information you require, but please do not hesitate to contact the school directly if you require further information or if you would like to arrange an informal tour.

We are looking for an enthusiastic, innovative and forward-thinking SEND Teaching Assistant to join our successful and dedicated SEND team. The role comprises supporting students' needs both academically and pastorally, helping to reduce barriers to learning and build strategies to help them make good academic progress. This post requires an ambitious, hard-working individual who is committed to the emotional and academic progress of students with Special Educational Needs. The role is varied and comprises the following key aspects:

- Small group intervention support
- Therapeutic support 1 to 1
- In class support for identified students
- Administrative support for the SEND Department

The successful applicant will join a highly professional and supportive team, in an area of the school that is crucial to its success and smooth running. The successful candidate should have 'can-do-attitude', must demonstrate professionalism, and will be able to work on their own initiative as well as working as part of a team.

Applications for this position should be submitted through Kent Teach, with a personal statement detailing your suitability for the position. We have included a job description and person specification to support the completion of your personal statement. The application form can be downloaded from Kent Teach by clicking this link: <https://www.kent-teach.com/Recruitment/Vacancy/VacancyDetails.aspx?VacancyId=147748>

The closing date for receiving your application is 9am Friday, 11th July 2025 with interviews taking place on Wednesday, 16th July 2025.

Yours sincerely

Daniel Quinn
Headteacher



Person Specification

Required

- Understanding of a range of special educational needs and disabilities and how these impact on learning and wellbeing in school
- Experience of working with young people with SEND
- Compassionate, with empathy for those for whom learning is difficult
- Enthusiastic in support for the school ethos and interest in education
- Motivated and able to enjoy working with young people
- Proficient in ICT
- Good levels of literacy and numeracy
- Energetic and enthusiastic
- Highly organized
- Evidence of commitment to Continuing Professional Development

Desirable

- Teaching Assistant experience in a secondary environment
- Education to degree level in an appropriate subject
- Knowledge and understanding of current educational issues
- Experience of academic mentoring and support
- Experience delivering intervention sessions for small groups or individuals
- Evidence of providing extra-curricular activities
- Calm, unflappable, good organiser with a sense of humour
- Patience, discretion, understanding and sympathy for different points of view