



# The Duke of York's Royal Military School

## Job Description

Job Title: Teaching Assistant and Boarding Tutor

Reports to: SEND Coordinator

### Job Purpose

The Duke of York's Royal Military School seeks a dedicated and enthusiastic Teaching Assistant to join our dynamic team. The successful candidate will work closely with the SENCO to support the development and implementation of the Special Educational Needs (SEN) provision across the School, ensuring that all students with SEN achieve their full potential. In addition, the successful candidate will contribute fully to our boarding provision, as a Tutor, including: a weeknight duty, 12 weekend duties and a Saturday morning tutor group session.

### Key Duties and Responsibilities

#### Working with Students

- Promote inclusion and acceptance.
- Assist students who need extra support to complete tasks, including those with behavioural or organisational difficulties.
- Encourage independence and participation; rewarding self-reliance.
- Provide students with feedback in relation to progress and achievement.
- Deliver planned activities with the guidance of the Teacher or SENCO.
- Support the differentiated implementation of subject curriculums.

#### Support SEN Provision

- Assist the SENCO in identifying, assessing, and supporting students with SEN.
- Feed into the development of Individual Education Plans (IEPs) for students.
- Monitor and review the progress of students with SEN, adjusting interventions as necessary.
- Maintain accurate and up-to-date records of all SEN students.

#### Collaboration and Communication

- Work collaboratively with teachers, parents, and external agencies to ensure a holistic approach to student support.
- Provide advice and guidance to teaching staff on effective strategies for supporting students with SEN.
- Attend and contribute to relevant meetings, including annual reviews and parent-teacher conferences.

#### Boarding Tutor

- Be responsible for the welfare of a tutor group of students within an allocated Boarding House.
- Monitor the academic, behaviour, and general progress of students in their tutor group by liaising with other teaching staff, communicating with House Master/Mistress and parents.
- On a duty day in the week, to:
  - Lunch with students of the House.
  - Take supper and then supervise the House for the Housemaster/mistress until responsibility is handed over later in the evening



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- Monitor Prep time pro-actively, to promote academic excellent and achievement.
- Take responsibility for the House on a maximum of 12 weekend days throughout the academic year, as required by the Housemaster/mistress.
- To assist the Housemaster/mistress, as agreed, in organising and running social, sporting, or other House activities for the students in the House.
- To attend pastoral team meeting and case conferences as required by the Housemaster/mistress.

## Qualifications, Experience and Skills

### Essential:

- Experience working with students with SEN in an educational setting.
- Strong knowledge of the SEND Code of Practice and current SEN legislation.
- Excellent communication, organisational, and interpersonal skills.

### Desirable:

- HLTA Qualification
- Ability to be a specialist assessor, conducting assessments and providing detailed reports to support the identification of specific learning needs.
- National Award for SEN Coordination or willingness to work towards it.
- Experience in a boarding school environment.

### Personal Attributes:

- Passionate about supporting students with SEN and committed to their development.
- Highly organised with the ability to manage multiple priorities.
- Empathetic and approachable, with strong problem-solving skills.
- Resilient, adaptable, and able to work effectively under pressure.

### Health & Safety

Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

### Equal Opportunities

Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

### Safeguarding Children

To be responsible for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.