

# Dover Grammar School for Girls

## Applicant Information



### Teaching Assistant

Term Time (32 hours per week) – Kent Rage 4

Required: September 2020



Dover Grammar School for Girls is an Outstanding Grammar School which fosters excellent academic standards within a strong and caring community. It is also an innovative school where staff are encouraged to look constantly at various ways of improving every aspect of our work. To summarise, it is a place where students can enjoy the very best education.

Dover Grammar School for Girls is committed to safeguarding and promoting the welfare of our students so the interview will include questions relating to child protection.

Members of the interview panel have undergone Safer Recruitment training. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and an enhanced DBS check will be required prior to appointment.

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 [@dggs\\_info](https://twitter.com/dggs_info)



# Dover Grammar School for Girl

## Teaching Assistant

Required: September 2020



Dear Applicant

Thank you for your interest in the post of Teaching Assistant. This is an exciting opportunity to join the team at one of Kent's highest performing grammar schools. Dover Grammar School for Girls is a selective school with 672 girls in Key Stage 3 & 4 and a co-educational sixth form of 211 students. We have been oversubscribed for many years and have twice been rated 'Outstanding' by Ofsted, the latest inspection was 2013.

The successful applicant will join a highly professional and supportive team in a department that is crucial to the success and smooth running of the school. The successful candidate must demonstrate professionalism, be able to work on their own initiative as well as working as a team member and have a positive and 'can do' approach.

In short, what makes our school special is that we are a diverse yet united group of individuals working together to ensure that our students, parents and the local community are provided with the highest academic standards, we work hard, but we enjoy what we do.

We are now therefore looking for an enthusiastic, innovative and forward-thinking Teaching Assistant to join our successful and dedicated team.

Our students are bright, articulate, fun to be with, and rightly, expect that staff will share and encourage their aspirations. They work hard to overcome any barriers to learning and are motivated to succeed. We offer wellbeing support and aim to develop not just the academic abilities of our students but also to give them the confidence, life skills and personal qualities and values to succeed in a fast moving and competitive world.

Here at Dover Grammar School for Girls we look after our staff with a full programme of induction. There is a Staff Room which provides a comfortable place in which to work, relax and socialise.

In short, what makes our school special is that we are a diverse yet united group of individuals working together to ensure that our students, parents and the local community are provided with the highest academic standards, we work hard, but we enjoy what we do.

If you share our passion, energy, enthusiasm and relentless drive to ensure the progress of our students, within this close knit environment, then we look forward to receiving your letter of interest and completed KCC application form, which can be downloaded from our website and Kent Teach. To assist you in this process we have included a job description and person specification.

The closing date for receiving your application is midday, Monday, 31<sup>st</sup> August 2020 with interviews taking place in September 2020

Yours sincerely



Mr RCF Benson  
Headteacher

# Dover Grammar School for Girls

## Teaching Assistant Job Description



Dover Grammar School for Girls are seeking to appoint a Teaching Assistant to join the SEND department at the school. The role comprises supporting students' needs both academically and emotionally, supporting them in accessing learning throughout the day and making good academic progress as a result.

This is a temporary contract mainly to support the needs of a Year 7 student and is likely to be for this academic year in the first instance when funding and support will be reviewed. When not supporting the student the successful candidate will join our team of cover supervisors. There may be occasions when you will be required to work on a training day, in the event of this, an additional payment will be made.

The ideal candidate will be an enthusiastic, patient and motivated individual, with experience of supporting children in Key Stage 3. An understanding of students' emotional and academic needs is highly desirable.

### Main Purpose of Role

1. To promote the inclusion of all students ensuring they have equal access to opportunities to learn and develop
2. To be responsible for promoting and safeguarding the welfare of children and young people within the school

### Main Responsibilities

#### Support for the Students

- To provide academic and pastoral support
- To understand the individual needs of the students with whom they are working and be responsible for supporting them with social health, personal care and hygiene
- To provide feedback to students
- To establish and develop productive working relationships with students acting as a role model
- To work with students, understanding how to motivate and encourage them to develop and achieve
- To support children in learning activities and tasks
- To provide support for students to broaden and enrich their learning
- To work with the Senior Leadership Team and other teachers to develop and implement education targets and plans
- To support children with special educational needs and disabilities
- To promote the inclusion and acceptance of all students within the classroom.
- To encourage students to interact and work co-operatively with others and engage positively in all activities
- To work with small groups of children

### Support for the Teacher in supporting the students

- To work with the teacher to develop appropriate learning activities and the classroom environment
- To assess, record and feedback the achievements and progress of students through agreed monitoring systems
- To be proactive in managing behaviour and promote self-control, responsibility, emotional intelligence and resilience
- To support student transitions
- To accompany teachers and children on educational visits
- To work with the teacher to complete administration tasks

### Support for the School

- To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security and confidentiality
- To contribute to and uphold the ethos and values of DGGs
- To attend and participate in CPD
- To assist in the general care of the school environment
- To assist with students at the beginning and end of the day.
- To participate proactively in the performance appraisal system for support staff, taking responsibility for professional development.

### Support for the Curriculum

- To plan and deliver teaching and learning activities for interventions and adjust these when necessary
- To use and prepare specialist equipment, plans and resources necessary to support learning intervention activities
- To assist with the development of core skills in English and Mathematics to support their use in learning activities

### Necessary Experience

- Good standard of general education (i.e. minimum NVQ 2 or equivalent) together with good English and Mathematics skills (i.e. GCSE grade 5 or equivalent)
- Successful relevant experience of working with young people
- Ability to use ICT and specialist equipment/materials
- Ability to relate well to children and adults, understanding their needs and being able to respond accordingly
- Experience of encouraging students to interact with others and be socially responsible

A cover supervisor will be required to supervise whole classes during the short-term absence of teachers. They are responsible for maintaining a positive, hardworking atmosphere in the classroom ensuring all students are able to follow the 3Rs of our Classroom Behaviour for Learning code: Be Ready to Learn, Be Respectful and Be Rigorous. They must demonstrate an empathetic discipline within the classroom at all times.

Any other duties commensurate with the grade of the post as directed by the Headteacher

# Dover Grammar School for Girls

## Teaching Assistant

### Person Specification



- Compassionate, with empathy for those for whom learning is difficult
- Enthusiastic support for the school ethos and interest in education
- Motivated and able to enjoy working with young people
- Calm, unflappable, good organiser with a sense of humour
- Patience, discretion, understanding and sympathy for different points of view
- Ability to work on own initiative and prioritise
- Ability to work in a variety of team roles
- Good interpersonal skills
- Listening and communication skills
- Confident and accurate in ICT