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**DARTFORD SCIENCE & TECHNOLOGY COLLEGE** Heath Lane, Dartford, DA1 2LY Tel: 01322 224309 www.dstc.kent.sch.uk

**SEND Independence Support Assistant** Required as soon as possible

Fixed term contract

Term time only

Five days per week Monday to Friday- 8.30am – 15.30pm

KR4, £18129 Full Time Equivalent salary **(Actual Salary £13,344.75)**

We are seeking to appoint a calm, patient and enthusiastic Independence Support Assistant to join our SEND Team. The successful candidate will support our SEND students both in and out of lessons and will have specific responsibility for providing support for a designated student with an EHCP and HNF.

We are looking for someone with good literacy and numeracy skills, good communication skills and a supportive and flexible attitude. Experience of working with students with special educational needs across all Key Stages would be advantageous.

DSTC is a small, non-selective secondary school for girls in Dartford. We are family-centred with high aspirations and pride ourselves on having small average class sizes and excellent pastoral care. This is a place where "pupils achieve well and thrive" and "all groups of pupils achieve well" (Ofsted March 2017). Ofsted graded the school Good overall and Good in each category and noted that "there is a positive climate for learning throughout the school".

DSTC is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment.

An application form is available on our website www.dstc.kent.sch.uk. Completed forms should be emailed to Susan Wells (Susan.Wells@dstc.kent.sch.uk) or posted to the address above. In cases where we receive a high volume of applications for a post we may bring the closing date forward. You are therefore advised to submit your completed application form as early as possible to avoid disappointment.



**Name:**

**Post Held:** Independence Support Assistant

**Responsible to:**  SEND Lead

**Hours per week:**

**Weeks per year:** Term time only

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| **CORE DUTIES AND RESPONSIBILITIES FOR ALL DSTC SUPPORT STAFF*** To adhere to the College’s Staff Code of Conduct.
* To be aware of and to follow the most up to date GDPR regulations.
* Safeguarding
	+ To be committed to safeguarding and promoting the welfare of all young people.
	+ To undertake annual safeguarding training.
	+ To follow the most up to date version of Keeping Children Safe in Education and to use identified school procedures to Recognise and Refer.
* Health and Safety
	+ To take personal responsibility for the health and safety of yourself, your colleagues, students and visitors.
	+ To report any shortcomings in the employer’s health and safety arrangements for the protection of people at work and those who may be affected by them (this is your duty in law under the Management of Health and Safety Regulations 1999).
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**KEY DUTIES & RESPONSIBILITIES:**

* To provide individual support as identified within High Needs Funding (HNF) and Education Health Care Plan (EHCP) of named SEND student including providing interventions.
* To provide 1:1 withdrawal as specified within HNF agreement.
* To support named SEND students in lessons, conducted by a teacher, as allocated.
* To assist classroom teachers in devising a highly personalised and differentiated curriculum.
* To keep a daily record of support in own planner.
* To keep a record of parental conversations in planner, and to discuss these with HLTA, SEN Lead and/or SENCO.
* To participate in the evaluation and planning of weekly support and help prepare appropriate work.
* To complete reports for Annual Reviews and to help implement the targets set.
* To provide named student with support during non-structured times, such as break and lunch.
* To liaise with parents, as required, via discussions during handovers, or by phone or email, as appropriate.
* To attend relevant in-service training.
* To be supportive of school procedures.
* To work as part of the Learning Support team.
* Such other duties as the Principal or Governors may require from time to time.

This job description is not a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.