



**Devonport High School for Girls**  
*A Specialist Language College*

Information Pack

**PART TIME TEACHING  
ASSISTANT  
(TEMPORARY)**

**Required from September  
2025**

## Dear Applicant



Thank you for your interest in the position of Part Time Teaching Assistant at Devonport High School for Girls (DHSG). This is an exciting time to join our school on our continuing journey to fulfil our mission. At DHSG, our mission is to offer a challenging and enriching educational experience, which enables our students to develop their curiosity, confidence and aspirations, so that they leave us equipped to enjoy life in a global society. I firmly believe that we live out our mission here at DHSG and this is what makes us one of the best schools in the country!

The post holder's role is to support the SEND and medical needs of students who may be experiencing barriers to their learning in order to improve outcomes. You will be a skilled, empathetic and resilient communicator, being flexible in your interactions to meet the needs of students, parents/carers, teaching and support staff and colleagues in multi-agency settings. The post is for 15 hours 25 minutes per week, 38 weeks per year.

We are a highly successful and oversubscribed 11-18 selective grammar school and one of the country's highest performing state schools. The school has strong international links and helps to create successful and happy young people who have the skills to carry out leading roles in the world. Our students are absolutely fantastic and highly motivated to learn. You will not experience poor behaviour in the classroom.

We value our staff here, and as such have sensible policies and systems in place. For example, we do not have pointless meetings, but instead a focus on CPD training for staff. We invest in 'incremental coaching' and not high stakes lesson observations. Staff value the opportunity to have feedback that helps them improve.

In this applicant information pack, you will find a Job Description, a Person Specification and information on how to submit your application.

If you have the energy, skills and motivation to join us and make a difference, I would welcome an application from you. If you would like an informal conversation over the telephone or a visit to look around prior to applying, please get in touch.

Yours faithfully,



Lee Sargeant  
Head Teacher

## The City

Plymouth is the largest city south west of Bristol, with a population of approximately 260,000. Located overlooking one of the world's finest natural harbours, it is a city with a proud history.

Recent years, have seen Plymouth develop further as a cultural as well as a commercial, industrial and tourist centre. The city is served by a very active Arts Centre, the Theatre Royal, Plymouth Pavilions and the Life Centre - one of the country's leading sporting venues. Plymouth is also home to the University of Plymouth and Plymouth Marjon University.

There are regular ferry services to Roscoff, France and Santander, Spain. The Devon Expressway (A38) links Plymouth to the national motorway system and the intercity rail journey to London takes approximately three hours.

Plymouth has developed very strong twinning links with cities in Russia (Novorossiysk), Spain (San Sebastian), France (Brest), Poland (Gdynia) and Massachusetts, USA (Plymouth). There are also extensive educational links with many more towns and cities.



Click and open the hyperlink in the image to find out why Plymouth is such an attractive city.

## The School

Devonport High School for Girls was established in 1908 and is situated on a lovely green site overlooking Plymouth's Central Park, approximately two miles from the city centre. It is an 11-18 selective girls' grammar school and became an Academy in April 2011.

There are approximately 850 students on roll, including around 225 in the Sixth Form. Students come from Plymouth and the surrounding counties of Devon and Cornwall.

The school is part of The Link Partnership (TLP) with four other schools in the city in order to extend curriculum provision for students in the Sixth Form.

In 2005 the school was granted Specialist Schools Status for Languages. We offer several languages including French, German, Spanish, Chinese and Latin. There is a dedicated Language Laboratory, and exchange and business links have been established within the UK and worldwide. The school first achieved International School status in 2006 and has recently received the award for the fifth time.



As well as its strong international links, Devonport High School for Girls has gained a reputation for academic excellence, which helps launch its students on their chosen career paths. The work ethic in the school is very strong and staff are deeply committed to their teaching.

The school places a strong emphasis on developing the whole person and as part of this commitment organises a broad range of enriching extra-curricular opportunities and a comprehensive programme of field visits, with opportunities for students to travel abroad.

The staff of approximately 100 teaching and support staff (a mixture of full-time and part-time employees) are led by the Senior Leadership Team, which consists of the Head Teacher, Deputy Head Teacher, four Assistant Head Teachers and the Business Manager.

## Student Support Team

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Our Student Support Team are skilled and committed to inclusive education and are fully invested in meeting the individual needs of our students to enable them to thrive. The team consists of our Special Educational Needs Coordinator, a Nurture Base Manager, a Higher Level Teaching Assistant and a Lead Assistant Head Teacher who acts as a single point of contact for the team.

The SST works hand in glove with the Heads of the five Houses and the Student Support Officer, and weekly meetings are held with this wider team for strategic planning. Further strategic links with the wider teaching staff for individual students is managed through weekly 'Team around the Child' meetings.

The Nurture base is our central hub and safe space for some of our most vulnerable students, the ethos and approach in this space by all colleagues is important in setting the tone of approachability, warmth and care of the team. Students use this space for a huge range of reasons, for example accessing alternative curriculum pathways as well as a space to access support when they feel dysregulated. The School is Trauma aware and all staff have received training to promote relational approaches across the school system. The safeguarding and emotional support of our students remains our core purpose and all our work and programmes are underpinned by child centric and trauma informed principles.

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## Job Description: Part Time Teaching Assistant

**Post Title:** Part Time Teaching Assistant

<b>Grade:</b>	Grade B Points 3-4
<b>Hours:</b>	15 hours and 25 minutes per week, 38 weeks per annum
<b>Hours of work:</b>	Monday to Friday 11.30am – 2.35pm
<b>Responsible to:</b>	SENCo and the Lead on Inclusion
<b>Job Purpose:</b>	To join the Student Support Team to support students according to their needs. This includes supporting both the SEND and medical needs of the students. You will be required to support students in years 7-13 using a person-centered approach. Devonport High School for Girls is a trauma aware school and you will be expected to adopt a trauma informed and relation approach to your role. Experience supporting SEND is desirable and willingness to provide the required support for medical needs is essential.

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#### **Duties and Responsibilities to include:**

1. To work within the line management of the SENCO and the Lead on Inclusion.
2. To work alongside teaching and support staff in the day-to-day support of individual students across all year groups.
3. Attend and/or lead meetings as required to support individual students and the work of the Student Support Team, including multi-agency meetings such as Early Help Assessments.
4. Work within recognised procedures, which leaves some room for initiative.
5. To support students with SEND and medical conditions that may require intervention and support.
6. To provide one-to-one or group support to identified students.
7. To provide support and guidance to parents/carers connected with programmes being undertaken by their children.
8. To undertake a range of administration including record keeping, resource creation and management, report writing and case notes, including recording achievement/progress and providing objective feedback.
9. To provide support to other students as requested by the SENCo, Lead on Inclusion or the Designated Safeguarding Lead (DSL).
10. Willingness to engage in training and support a range of students with medical conditions for example those with diabetes or heart conditions.

11. To participate in the school's support staff appraisal scheme and to attend meetings and training sessions when required e.g. safeguarding, first aid and manual handling.
12. To be aware of and comply with all policies and procedures relating to child protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
13. To appreciate and support the role of other professionals.
14. To undertake other duties as directed and commensurate with the grading of the role.

The Job Description outlines the duties required in relation to this post and indicates the level of commitment and responsibilities expected. It is not a comprehensive or exhaustive list and duties may be varied from time-to-time which does not change the general character of the job or the level of responsibility.

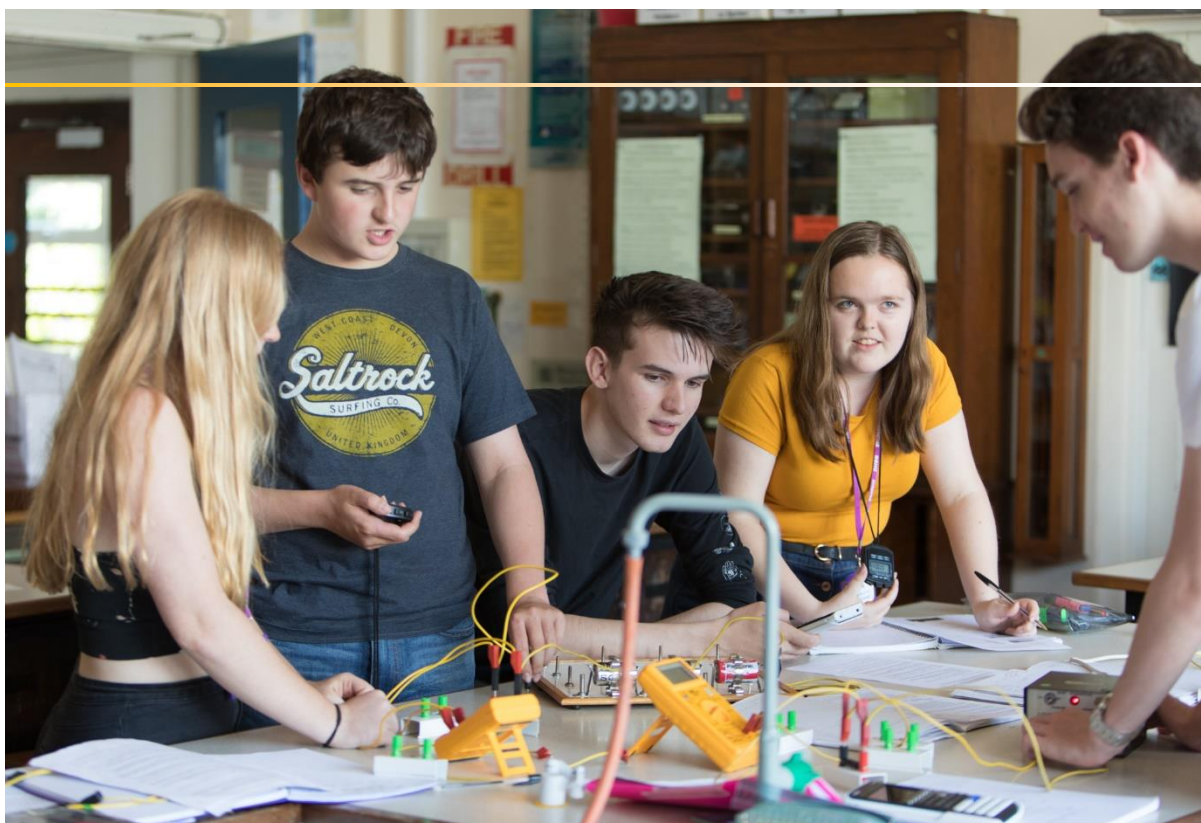
The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced check by the Disclosure and Barring Service.

## Person Specification: Part Time Teaching Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Willingness to engage in training and provide support to students with medical conditions including for example defibrillator/AED use.</li> <li>• GCSE (A*-C) in English or (A*-D) in mathematics or equivalent and numeracy and literacy skills to fulfil the duties of the role.</li> <li>• Level 2 or Level 3 Certificate in Supporting Teaching and Learning in Schools</li> <li>• Safeguarding training/or certification</li> </ul>	<ul style="list-style-type: none"> <li>• Training in relevant strategies to support trauma informed practice</li> <li>• <del>Mental Health First Aid certification.</del></li> <li>• First aid qualification – emergency or first aid at work</li> <li>• Therapeutic qualifications.</li> <li>• Experience of working with students with SEN and/or medical conditions.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• At least two years' relevant experience of working with young people in an educational setting</li> <li>• Evidence of organisational skills</li> <li>• Experience of supporting young people's wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of trauma informed practice</li> <li>• Experience of working with students with a SEND or medical needs</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of having been involved in multiagency work.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of delivering support programmes for wellbeing/resilience etc</li> </ul>
Knowledge, Understanding and Skills	<ul style="list-style-type: none"> <li>• Empathetic and resilient communicator, being flexible in interactions to meet the needs of students, parents/carers, teaching and support staff and colleagues in multi-agency settings.</li> <li>• Able to communicate effectively, both verbally and in writing.</li> <li>• ICT competent and experience of using basic IT systems including the Microsoft package of software (Word, Excel, etc.).</li> <li>• Ability to be proactive, to plan/organise and prioritise own workload.</li> <li>• Capacity to build professional, positive and supportive relationships working effectively in a team and with individuals, institutions, multi-agencies and organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to understand and support; SEND, trauma and mental health.</li> <li>• Holder of current basic first aid qualification or willingness to obtain.</li> <li>• Additional medical experience.</li> </ul>
Engagement with Students	<ul style="list-style-type: none"> <li>• Empathetic, resilient and calm approach understanding the need to invest in relational approaches with students to establish firm boundaries with warmth.</li> <li>• Commitment to raising standards.</li> </ul>	
Personal	<ul style="list-style-type: none"> <li>• An effective team player.</li> <li>• Ability to motivate.</li> <li>• Work independently with initiative</li> <li>• Ability to be proactive, enthusiastic and committed.</li> <li>• Commitment to further professional development.</li> <li>• High standard of professional self-presentation in dress, appearance, administration and behaviour.</li> <li>• Ability to work under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to the provision of extra-curricular activities and the wider life of the school.</li> </ul>



## How to apply

All applications for employment should be made by completing the school's application form, which can then be submitted by post to the school address or by email to [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk). The form can be downloaded from the 'Staff Vacancies' section of the website at [www.dhsg.co.uk](http://www.dhsg.co.uk). Please note that CVs are not accepted.

Applications for this vacancy must be received by 9am on Wednesday 18 June 2025. Interviews will be held week beginning 23 June 2025

If you would like to visit the school or have an informal, confidential discussion about the role, please contact:

Mrs P Hockedy  
Personnel Assistant  
Devonport High School for Girls  
Lyndhurst Road  
Peverell  
Plymouth  
Devon  
PL2 3DL

T: 01752 705024

E: [recruitment@dhsg.co.uk](mailto:recruitment@dhsg.co.uk)

Devonport High School for Girls Academy Trust (established on 01 April 2011), known as Devonport High School for Girls, is an exempt charity. The trust is a company limited by guarantee and registered in England. Company No: 7556657