

STRENGTH THROUGH KNOWLEDGE

SEN Teaching Assistant
James Dixon Primary School
Information



CONTENTS

| | |
|--|----------|
| Welcome | 3 |
| Job Description | 4 |
| Person Specification | 5 |
| Working at James Dixon Primary School | 6 |
| How to find us | 6 |
| Application Process | 7 |
| Overview of Swale Academies Trust | 9 |



Welcome

Dear Applicant,

The process of finding the right school for you can be a tricky one so thank you for taking the time to research our school. James Dixon Primary School is part of Swale Academies Trust, a multi academy trust which puts teaching and learning at the heart of everything they do.

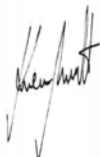
James Dixon Primary School is a vibrant, diverse, caring and happy community. We grow together by embracing the diversity of our school community and value the privilege which comes with being part of a multicultural school community.

A visitor to our school once described it as "...an oasis in the heart of Anerley." An appropriate description because of our beautiful grounds, the care that our team takes to ensure that every pupil is safe and has a memorable primary school experience. We do this through a genuinely creative curriculum enriched with face to face and digital teaching; forest school and outdoor learning; a commitment to the arts and a commitment to the highest standards and outcomes for each and every one of our pupils.

We are on a journey of continuous reflection and improvement. If you are someone who believes in teachers as learners, prioritises children's wellbeing, enjoys being outside and can find something good in every day, then we may be the school for you.

If you would like to join this vibrant community of educators then please complete an application form.

Sincerely



Kevin Minnott
Head of School



Michelle Aldred
Executive Headteacher

Job Description

Job Title: SEN Teaching Assistant
Grade: SAT B + SEN Allowance
Responsible to: Headteacher

Purpose of the Job:

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range, for children with Special Educational Needs (SEN).

Main duties and responsibilities (Accountabilities):

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants in this role are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils where English is not their first language.
 - b. Provide specialist support to gifted and talented pupils.
 - c. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also undertake some or all of the following:

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
2. Provide short term cover supervision of classes.
3. Supervise the work of other support staff/trainees.
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
5. Invigilate exams and tests.
6. Escort and supervise pupils on educational and out of school activities.
7. Guide and support pupils in their personal, emotional and social development.
8. Prepare and present displays.
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
10. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
11. Work with pupils not working to the normal timetable.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

| Qualifications | Essential / Desirable |
|--|-----------------------|
| Level 2 Qualifications (or equivalent) | E |
| Requires knowledge and procedures for supporting and leading learning activities in a specialist area. | E |
| Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience. | E |
| Experience | |
| Successful relevant experience of working with children. | E |
| Skills & Abilities ^w | |
| Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour. | E |
| Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use. | E |
| Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required. | E |
| Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. | E |
| Good influencing skills to encourage pupils to interact with others and be socially responsible. | E |
| Knowledge | |
| Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. | E |



Working at James Dixon Primary School

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Employee Referral Recruitment Incentive
- On-Site parking
- Access to training and development
- Enhance Maternity Pay
- Staff lunches for £1

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

Finding Us

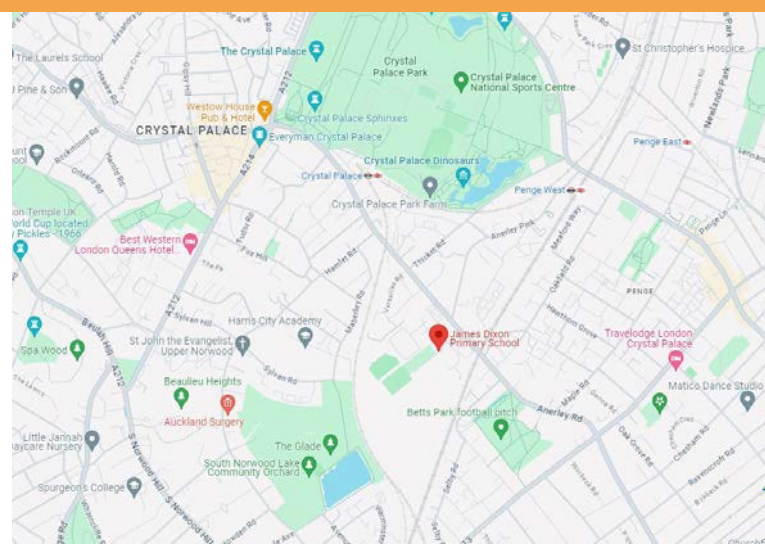
James Dixon Primary School
William Booth Road, Anerley, London, SE20 8BW

020 8778 6101
jdpoffice@swale.at

Closest Train Station:
Anerley - **Southern Overground**
Approx. 4-minute walk

Crystal Palace Station - **Southern Overground**
Approx. 13-minute walk

Closest Bus stop:
Anerly Road/Anerly Station - 157, 249, 354, 358, 432





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to thanh.ly@swale.at or by post to the following address:

Mrs Thanh Ly
James Dixon Primary School
William Booth Road
Anerley
London
SE20 8BW

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. James Dixon Primary School may complete an Online Check of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



Swale ACADEMIES TRUST

