



# Dallam School

Work with us

## Teaching Assistant

Required October 2025

Salary: NJC Salary Scale 2 - Points 3 - 4 currently £17,216 – £17,486 per annum

30 hours a week, Monday to Friday 8.30am to 3.30pm (less 1 hour lunch break).

Full and Part Time Considered up to 30 hours a week term time plus one week, contract subject to pupil SEN funding



Courage | Respect | Compassion | Endeavour | Integrity

# Welcome to Dallam



Steven Henneberry  
Headteacher

We're a vibrant and friendly comprehensive school where our children can continue studying into Sixth Form or study away from home, staying in our State Boarding House.

Dallam School offers day and boarding students a place to achieve academically, enjoy a wide range of creative and outdoor opportunities, and develop into a responsible and caring individual.

That inclusive ethos carries across to our team. We recruit from all walks of life and provide a friendly and supportive environment where the wellbeing of our staff is prioritised.

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. It's a positive work environment where we grow our own talent and build career ladders.

Most importantly, we support staff to see clearly the contribution they make to our school community and the children who thrive here.

*"Staff, including those in the early stages of their careers, feel well supported by leaders."  
Ofsted, 2023.*



# Our school

📌 **Location:** Cumbria, United Kingdom

📌 **Type:** Mainstream School

📌 **Phase:** Secondary

📌 **Funding status:** State - Academy

📌 **Gender:** Mixed

📌 **Age range:** 11 - 19 years

## About Dallam School

Dallam has a long and successful history with a heritage and traditions stretching back to 1613. The school is grounded in traditional values but we're also forward-thinking and innovative and today, it is a popular mixed comprehensive with students often studying with us from Year 7 to Year 13. Students from our South Cumbria catchment join those travelling in daily from North Lancashire. While our international boarders bring diversity and richness.

We formed the South Westmorland Multi Academy Trust in 2016 and remain a single academy, maintaining close links with local secondary schools and Kendal College.

We have a supportive and inclusive culture in and around school where community is at the heart of all that we do. This includes the working relationship between teachers and students, the trusting relationships with form tutors and the pastoral team, and the honest relationships our staff develop with parents and carers.

Expert staff, specialising in their subjects up to A-level, teach throughout the school. We offer extra-curricular opportunities from music and drama to a full sporting programme that makes use of our excellent indoor and outdoor facilities.

All of this makes Dallam an excellent place to work.



# Our values

## Learning for all, learning for life

We're a supportive, caring community working hard to meet all student needs. Everyone's wellbeing and welfare is a top priority. We offer a wide range of enrichment activities beyond the curriculum.

### **Our vision:**

At Dallam School, we believe that education empowers students with the knowledge, skills and values they need to build a better future for themselves, their families and their community. At our school, every student develops the confidence and courage to be themselves and has access to opportunities that unlock future success. The inclusive and innovative ethos of Dallam School creates an inspiring environment in which every student can shine in their own way.

### **Our values:**

- Courage (be brave)
- Respect (others, self and environment)
- Compassion (be kind)
- Endeavour (strive for excellence)
- Integrity (be honest)



# What we offer

## Dallam School lives and breathes its People Vision



A learning organisation in which our people...

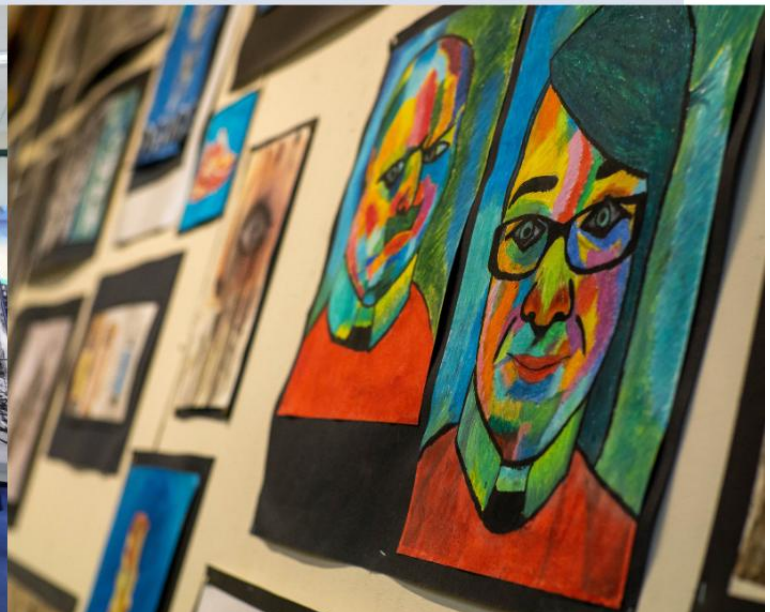
- receive care and support in a welcoming, collaborative community;
- feel a sense of agency and control;
- are committed to their work and our school and are recognised for this;
- engage in evidence-based and research led practice;
- experience a level of challenge in their work which is both stretching and rewarding, and;
- have access to high quality and bespoke professional development and career progression.



Ours is a positive work environment where regular recognition of achievements helps to create a sense of purpose and satisfaction in our people, leading to increased engagement, motivation and improved outcomes for our children.



It is important to us that everyone is able to play a part in shaping the direction of Dallam School and that all staff are supported at every stage along this journey.



# Professional development

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. We strive to create a working environment that impacts positively on staff development; a culture of mutual trust, respect, openness and commitment to student achievement.

You can expect us to:

- Ensure access to high quality and bespoke professional development and the opportunity to progress your career at Dallam School
- Provide opportunities for staff to take on leadership roles, and, participate in project-based, collaborative thinking and learning
- Enable teachers to collaborate to refine their teaching practices and work together to solve problems in school. This includes working with partner schools to improve individual practices and school wide policies and protocols
- Secure a continuous appraisal process with meaningful feedback which enables staff development. Regular professional development conversations allow staff to excel in their roles, provide feedback on what support and progression they want, stay current with best practices, and continuously improve their craft



Working in a  
great location



# Working in a great location

## Our setting

Dallam School is set in the beautiful English countryside in the north of England, with busy village life in Milnthorpe on our doorstep. Milnthorpe is home with lots of shops, cafés, takeaways, and friendly local people. It's a good contrast to the quieter and older village of Heversham where you'll find our Boarding house.

## Well connected

Dallam is brilliantly located to connect out to the rest of the country. By road you are soon on the M6 motorway, with the Scottish and Yorkshire borders close by. Trains from Oxenholme Lake District, Carnforth and Arnside get students to UK cities like London, Edinburgh and Glasgow in under 3 hours. The nearest international airports are Manchester and Liverpool, followed by Glasgow. There are ferry links at Heysham for the Isle Of Man too.

## The Lake District

Over 18 million people visit the Lake District each year; it is a pretty special place. Some of the mountains that make up this UNESCO World Heritage site can be seen from the boarding house. Just 20 minutes by car, it's a place that's as important to humanity as the likes of the Taj Mahal and the Grand Canyon. Our team take lots of opportunities to explore this extraordinary landscape and all that it offers - from active adventure to artistic inspiration.



# Job description – Teaching Assistant

**Post:** Teaching Assistant  
**Salary:** NJC Salary Scale 2 points 3-4 £24,796 - £25,185 pro rata  
**Hours:** Up to 30 hours per week - term time plus 1 week  
During Monday to Friday from 8.30am to 3.30pm (less 1 hour lunch break)

**Disclosure Level:** Enhanced  
**Location:** Dallam School, Milnthorpe, LA7 7DD - the role may require travel between the trust school sites

## Relationships

**a) Reporting to:**

The post-holder reports to the SENCO and SEN Team Leader

**b) Responsible for:**

The post-holder interacts with other professional colleagues, students and parents and should establish and maintain productive relationships and promote mutual understanding of our aim to improve the quality of the student experience at the South Westmorland Multi Academy Trust.

## Main Purpose

- To support teaching and other staff in assisting the delivery of the examination, National Curriculum and other learning support, in direct contact with students. The role will involve working with both groups and individual students under the direction of the class teacher, the Head of Faculty, SENCO and other appropriate staff at Dallam School
- To support the pastoral work of SEN students

### Main Responsibilities

#### Teaching Assistant

- Under the general direction of the class teacher, take part in establishing constructive relationships with students, parents/carers
- Communicate effectively with all students, families and carers of Dallam School
- Provide academic and or emotional, social and behavioural support and encouragement to students.
- Support the learning process under the direction of the teaching or other appropriate staff.
- Plan and deliver engaging and differentiated sessions to small groups or 1:1
- Take proactive steps to engage with teaching and other staff in planning work
- Provide, with appropriate guidance and supervision, educational, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies
- Observe a student or young person's behaviour, understand its context notice and react appropriately to any unexpected changes
- Know how to interact with students in ways that support the development of their ability to think and learn and becoming increasingly independent of support
- Behavioural support for individual students
- Assist with the supervision of groups and individual students as required.
- Assist with break/lunchtime supervision as required.
- Be responsible for promoting and safeguarding the welfare of students and young people that you are responsible for and come into contact with.
- Adhere to Dallam School's statutory procedures with regard to safeguarding
- Listen to concerns; recognise and take account of signs of changes in attitudes and behaviour

## CONTINUED

<b>Teaching Assistant</b>
<ul style="list-style-type: none"><li>• Understand your own role and its limits and the importance of providing care or support</li><li>• Prepare materials and undertake minor clerical duties.</li><li>• Supervise students sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations</li><li>• Assisting the SENCO with record keeping</li><li>• Providing information for reviews, reports etc</li><li>• Attend staff briefings, staff and department meetings as required</li><li>• Provide feedback, as requested, to the class teacher or HOF to support progression in learning for individual students</li></ul>
<b>General</b>
<b>Culture and Ethos</b> <ul style="list-style-type: none"><li>• Promote the academy ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors</li><li>• Promote the academy and celebrate its success at every opportunity</li></ul>
<b>Dress and Appearance</b> <ul style="list-style-type: none"><li>• To maintain the highest standards of smart business dress</li><li>• To maintain a professional demeanour at all times</li></ul>
<b>Self-Development</b> <ul style="list-style-type: none"><li>• To take part in the school's staff development programme by participating in arrangements for further training and professional development</li><li>• To continue personal development in the relevant areas including subject knowledge</li><li>• To engage actively in the Performance Management process</li></ul>
<b>Attitude</b> <ul style="list-style-type: none"><li>• To act as a professional and positive ambassador for the school in order to support the school's mission and profile</li><li>• Maintain a high level of motivation and encourage the progress of others</li><li>• Support the induction of Early Career Teachers, as required, and support the training of student teachers when they have been accepted into the faculty</li><li>• Support supply teachers and teachers doing cover by assisting to ensure that suitable material is available for lessons when members of the department are absent</li></ul>
<b>Policy Promotion</b> <ul style="list-style-type: none"><li>• To actively promote the Trust's Equal Opportunities, Health &amp; Safety, Data Protection and GDPR policies to ensure that the school operates safely, effectively and fairly in line with legislative requirements</li><li>• Comply with and actively implement the Trust's Behaviour Management Policy</li></ul>
<b>Safeguarding</b> <ul style="list-style-type: none"><li>• Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the Trust's safeguarding policy</li></ul>
<b>Confidentiality</b> <ul style="list-style-type: none"><li>• To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people</li></ul>
<b>Flexibility</b> <ul style="list-style-type: none"><li>• The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time</li><li>• To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation</li><li>• Embrace a willingness to experiment with new methods and approaches / initiative taken</li></ul>

## Person specification – Teaching Assistant

While the list below is exacting, it is understood that different qualities will be exhibited to different degrees.

The criteria below will be assessed using a combination of the letter of application, interview process and references. Candidates will be expected to complete a number of technical tasks at interview in order to assess their competence

Criteria	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Qualification at level 3 or equivalent		√
Qualification related to child care or special educational needs		√
Experience appropriate to working with children in an educational setting	√	
<b>Skills and Knowledge</b>		
Good written and verbal communication skills	√	
Able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.	√	
Ability to use ICT in particular Microsoft office applications		√
Good understanding of child development and learning processes.		√
The ability and confidence to apply the school's Rewards and Behaviour Policy in an appropriate way	√	
<b>Personal Qualities</b>		
The ability to work successfully in a team	√	
A smart and business like personal appearance conforming to the school dress code	√	
Excellent interpersonal skills	√	
The ability to ensure a sensible work life balance	√	
A sense of humour, flexibility and proportion to approach the post in a well-balanced way	√	
<b>Other Requirements</b>		
To be committed to the school's policies and ethos	√	
To be committed to Continuing Professional Development	√	
Motivation to work with children and young people.	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√	
Emotional resilience in working with challenging behaviour and attitudes to authority and maintaining discipline.	√	
To assist in ensuring that Dallam School's equalities policies are considered within the school's working practices	√	
Confidentiality	√	
<b>Safeguarding</b>		
All the requirements of Dallam's safer recruitment procedures	√	

# How to apply

We strongly encourage you to visit the school before you apply for the post. If you would like to discuss the position with the Headteacher, Mr Steven Henneberry, please contact him by email: [s.henneberry@dallamschool.co.uk](mailto:s.henneberry@dallamschool.co.uk)

If you decide to apply for the post, please note the following important information:

Please read the Guidance Notes carefully before completing the Application Form and ensure that you fill in all sections. Please contact the school if you require the application form in an alternative format.

Along with the Application Form, please write a covering letter of no more than two sides. Please include the following;

- A statement about why you are applying for this particular post
- An outline of relative experience
- How your personal and professional qualities make you suitable for the role

**Closing date: Thursday 18<sup>th</sup> September 2025 at 12pm**

We will contact all applicants selected for the interview process by telephone initially. This will be followed up by a formal invitation and further information about the process the following day. We will contact all applicants, even if where the application was unsuccessful.

**The interview process: week commencing 22<sup>nd</sup> September 2025**

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with the recruitment process. Once this process is complete, the data relating to unsuccessful candidates will be stored for a maximum of 6 months and then destroyed. If you are successful, your application form will be retained and form the basis of your personnel record. We will also undertake online searches in accordance with our responsibilities under keeping children safe in education. An enhanced check with the disclosure and barring service will be undertaken for this post.

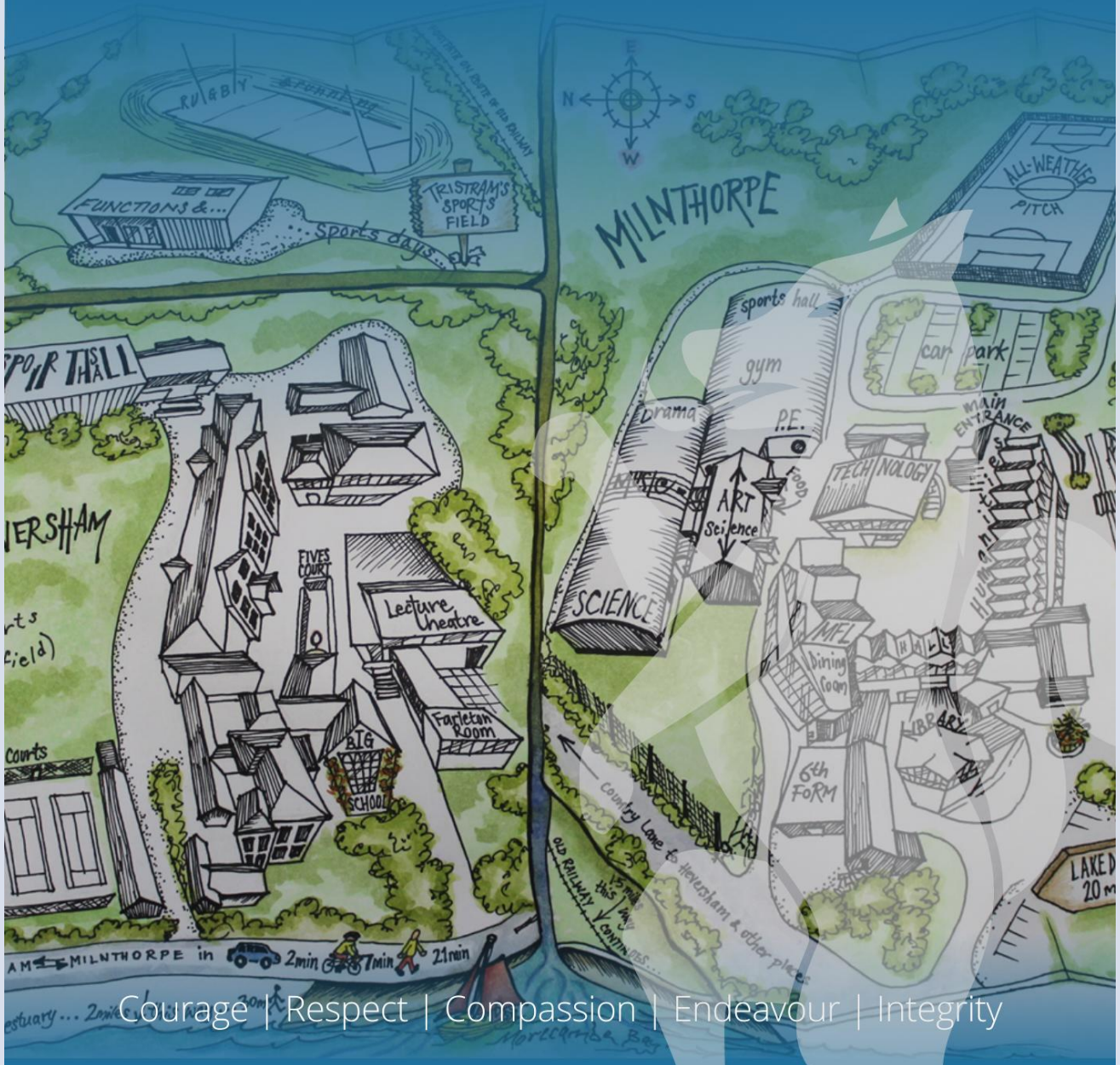
If you require further information or wish to discuss any issues, please do feel free to get in touch with Sharne Morgan, Finance and HR Officer, as a first contact –

015395 65168, [s.morgan@dallamschool.co.uk](mailto:s.morgan@dallamschool.co.uk)

For further information, please visit:  
[www.dallamschool.co.uk](http://www.dallamschool.co.uk)



# Dallam School



Courage | Respect | Compassion | Endeavour | Integrity