



DULWICH PREP LONDON

Values & Academic Excellence since 1885



**SEND TEACHING ASSISTANT
(PART-TIME)**

CANDIDATE INFORMATION



HEAD MASTER'S WELCOME

Dear Candidate

I am honoured to be Head Master of Dulwich Prep London and introduce you to this incredible school. For more than 135 years, the school has inspired generations of boys aged 3 to 13 (and Nursery-aged girls) to fulfil their dreams and aspirations.

We are privileged to have developed a specific pedagogy that enables critical thinking, encourages exploration and facilitates engaging communication skills while recognising that each child is on their own journey of discovery.

We passionately believe in the whole child. Therefore, our broad and enriched education will enable our pupils to go beyond the expected and towards the exceptional.

We seek to work in partnership with parents to embed the Dulwich Prep London Values, first and foremost, as this underpins the character skills required in our fast-paced modern world.

This expectation enables each child to put empathy and compassion at the forefront of their decision-making. It is the catalyst for each child to be successful and resilient in whatever they turn their hand to while on their educational journey and beyond.

We look forward to receiving your application.

A handwritten signature in black ink that reads "Louise Davidson".

Louise Davidson
Head Master





OUR ETHOS AND AIMS

Our school's priority is the wellbeing and happiness of our pupils. Each child's sense of belonging is paramount to their success and the school's continuing success. Our pupils are challenged in their pursuit of excellence, and we support each child to find what they are good at. Each child's sense of belonging is integral to their continued success in our school and future success in life.

We want our pupils to leave us having experienced the very best in pastoral care, teaching and learning, having enjoyed the most dynamic and demanding academic and co-curricular programmes, and having made friends for life.

In preparing our pupils for today and the future, we want to instil a sense of environmental awareness and empower each child to become a responsible world citizen.

These are the key building blocks for the school, but our Values act as the cement that bonds everyone and everything together.

Our Values create Dulwich Prep London's special atmosphere.



LOVE



COURAGE



GRATITUDE



HUMILITY

OUR VALUES

Dulwich Prep London inspires excellence, and the character of our pupils measures our greatest success.

Our Values sow the seeds of possibility in each child's mind, heart, and spirit and create the right culture and the right conditions to allow these possibilities to flourish and become real.

Everything we do sits upon our Values system. The eight recognised and explicitly taught Values weave across every year and deliver a deepened sense of empathy and the drive to be change-makers.

These values teach our pupils how to be kind and offer help where it is needed; to play fair and tell the truth no matter who is listening; to join in and play their part whilst letting others be heard; to appreciate the world around them and how valuable their contribution is and always to have a go.

Our expectations are high: those attending Dulwich Prep London go on to be citizens of the world, have a strong moral compass, and adapt to the rapidly changing environment of modern society.

Our children thrive, and we ensure that every opportunity is created for them to do so. Yet, no day is taken for granted.



JUSTICE



SERVICE



SELF-DISCIPLINE



HONESTY

ABOUT US

Since 1885, Dulwich Prep London has been at the forefront of preparatory schooling in England. Generations of boys and Nursery-aged girls have benefited from a school with a rich history, is forward-thinking, has embraced change, kept pace with pedagogy and technology, and is, above all, passionate about the individual learning journey of every one of our pupils and staff members.

We are the largest boys' independent preparatory school in the UK, with an enrolment of 811 pupils between the ages of 3 and 13. We are a selective school in two important ways. Firstly, our pupils generally sit in the top 10% nationally based on their scores in standardised tests. Secondly, and arguably more importantly, we look for children who will thrive at the Prep and make the best of everything we have to offer.



50+
Senior School
Destinations



70+
Scholarships
Awarded in
2020-2021

150+
Co-curricular
Clubs, Activities
and Trips



20+
Musical Ensembles
15+
Stage Productions



25+
Acres of Open
Space and a
Swimming Pool



10+
Sports
Played at Every
Level

7.00am - 7.30pm
Extended Day
Provision



12+
Alumni and
Friends School
Community Events





We are situated in Dulwich, a leafy village and area known for its exceptional schools, a plethora of open spaces and thriving, diverse local culture. It is within easy striking distance of the bright lights of one of the most cosmopolitan cities in the world. Everyone at Dulwich Prep London takes pride in inspiring excellence. Our school Values underpin the rich diversity of curricular and co-curricular opportunities available to our pupils.

Our Governors strive to maintain Dulwich Prep London's position in a competitive market by sharing their broad expertise to provide our pupils with the highest quality education. Through this investment, we can attract excellent staff, provide up-to-date technology, and continue to create modern facilities within our stunning South London home.

At Dulwich Prep London, we aim to cultivate a sense of social and moral responsibility within each child. We want each child to leave our school with maturity, the strength of character, and empathy fostered within them throughout their Dulwich Prep Journey. We have strong links to our community, alums and local schools, modelling our values in everything we do. We nurture independent thinkers with a sense of justice who go on to be thoughtful citizens of the world, equipped with a strong moral compass and the ability to adapt to our rapidly changing environment.

JOB DESCRIPTION

To provide SEND support to pupils in line with the SEND policy. This role reports to the SENDCo and Skills & Strategies Coordinators.

DUTIES & RESPONSIBILITIES

CLASSROOM SUPPORT

To provide individual classroom support to pupils on the SEND Register. To aid the pupils to learn as effectively as possible both in group situations and on their own by, for example:

- Clarifying and explaining instructions.
- Ensuring the pupil is able to use the equipment and materials provided.
- Motivating and encouraging the pupils as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs.
- Assisting in weaker areas, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation, attention and concentration, and sensory needs.
- Using praise, commentary and assistance to encourage the pupil(s) to concentrate and stay on task.
- Co-planning, remodelling and adapting lesson plans in liaison with Class Teachers, SENDCo and other professionals to support learning in accordance with individual needs.
- Consistently and effectively implementing agreed behaviour management strategies.
- Helping to make appropriate resources to support the pupil.
- Establish supportive relationships with the pupil concerned.
- Promote the acceptance and inclusion of pupils with SEND, encouraging pupils to interact with each other in an appropriate and acceptable manner.
- Monitor the pupils' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.



ADDITIONAL INTERVENTION

- Run specific interventions as directed by the SENDCo.
- Support specific learning needs in small groups and on a one-to-one basis.
- Give positive encouragement, feedback and praise to reinforce and sustain the pupil's efforts and develop self-reliance and self-esteem.
- Provide regular feedback on the pupil's learning and behaviour, including input on the effectiveness of the behaviour strategies adopted.
- Contribute towards reviews of the pupil's progress as appropriate.
- Write and review learning support plans where appropriate.

TRAINING & DEVELOPMENT

- Regularly review own practice and collaborate with the SENDCo to set personal targets and take responsibility for own continuous professional development.
- Attend relevant courses and learning activities to update knowledge as required.

GENERAL REQUIRMENTS

- Be aware of, comply with and promote whole school policies (including safeguarding), risk assessments, and staff policies and procedures.
- Provide administrative support for the Skills and Strategies Team and carry out administrative tasks at the request of the Coordinators.
- Share regular supervisory duties as required, including during breaks, lunchtimes, and before and after school care.
- Participate actively in staff meetings (inside and outside regular school hours), INSET days and TWILIGHT training sessions.
- Be flexible in your approach to the school day and week, undertaking different tasks as required.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Actively promote positive, courteous relations with children, parents and colleagues.
- Maintain good order and discipline among pupils and support and contribute to the school's responsibility to safeguard their children.
- Promote the good name and reputation of the school.

KEY SKILLS & KNOWLEDGE

- Relevant Level 3 Diploma in Education.
- Possess, or willingness to attain, a Level 5 Dyslexia qualification and attend Behaviour Mentor training
- Experience of working with children diagnosed with Dyslexia.
- Experience of working with children with SEND.
- Experience in small group teaching and intervention teaching.
- Knowledge of the curriculum.
- Experience in differential planning.
- Experience in planning and running specific interventions.
- Knowledge and understanding of safeguarding procedures.
- IT literate and understanding of the role of ICT in class.
- Be an enthusiastic individual possessing drive, energy and commitment, with a presence which engenders confidence and respect from children, colleagues, external professionals and parents.
- Possess a proven ability to inspire pupils.
- Be able to plan, prioritise and manage a varied workload.
- Be team-focused, sharing knowledge and information with other staff members to promote good practice.
- Focus on what needs to be delivered, understand what is required, and respond promptly.
- Be committed to the highest educational and pastoral care standards for all pupils.

PERSONAL COMPETENCIES & QUALITIES

- Confidence in working with children with SEND is essential.
- Confidence in working with children who may need additional social and emotional support.



TERMS & CONDITIONS

- This role is 0.6 FTE and ideally worked as three full days a week. However, other working patterns may be considered.
- Core School hours, when Teaching Assistants are expected to be at work, are currently 8.00am to 4.30pm daily, plus a proportional share of pastoral and organisational duties.
- All INSET days and major School and departmental events, such as Celebration & Open Days, Sports Day and Parents' Evenings.
- Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Head Master from time to time.
- Teaching Assistants may be called to perform other duties that the Head Master considers reasonable, that are commensurate with the grading and designation of the post.





WORKING AT DULWICH PREP LONDON

Dulwich Prep London is an inspiring and vibrant place to work. We have a large yet incredibly warm community of passionate teachers, inquisitive pupils, a hard-working and friendly support team and ambitious parents. Together we create a supportive environment that is committed to achieving excellence.

Working at Dulwich Prep means being part of a team that cares about your continued professional development and journey as a teacher. Whether you join us at the beginning, middle or end of your career, you will be guided, supported and encouraged every step of the way to achieving your goals. For example, our CPD might involve training for whole school initiatives, going on 'Learning Walks' around the school, taking part in a Lesson Study, or seeking further formal academic qualifications.

We are proud to be members of the Teacher Development Trust, which supports schools focused on innovation and evidence-based learning. In addition, we work with initial Teacher Training institutions such as St Mary's University, Twickenham and The Cambridge Partnership to develop new teachers and keep up to date with the latest research and pedagogy.

Staff are encouraged to participate in as many of the vast array of sporting and drama activities as possible at the Prep. From all-nighter charity swims to Saturday park runs to our fabulous drama productions, there's always something going on at the Prep where hidden talents are celebrated.

REMUNERATION

- Competitive salary £13,821- £18,912 p.a. (based on a full time salary range of £23,035 - £31,520.
- Generous defined contribution pension scheme
- Life assurance
- Free school lunches
- Enhanced sickness, maternity, paternity and adoption pay entitlements
- Free access to our School Counsellor
- Cycle to work scheme
- Wide range of professional development opportunities
- School fee remission
- Easter and Summer holiday camp discounts
- Healthcare Cash Plan scheme
- Employee assistance programme

APPLICATION AND INTERVIEW PROCESS

A completed Application Form and a cover letter explaining your suitability for this role should be emailed to Tamsin Hutson, HR Manager. Please also read the accompanying Application & Recruitment Process Explanatory Note. We reserve the right to appoint at any time during the recruitment process.

- Closing Date: Sunday 5 November 2023, 5.00pm
- Interview Date: Week Commencing 12 November 2023
- Start Date: January 2024 or as soon as possible thereafter.
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APPOINTMENT

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two references which are satisfactory to the school.
- Satisfactory completion of the probationary period.
- Verification of identity and qualifications, including evidence of the right to work in the UK.
- Any further checks which the school deems necessary if you have lived or worked outside of the UK which will include an overseas criminal records check or certificate of good conduct and may include professional references.
- A satisfactory enhanced criminal records check through the Disclosure and Barring Service (DBS) and clearance of the Children's Barred List and confirmation that you are not disqualified from providing childcare.
- A check which confirms that you are not the subject of a sanction, restriction or prohibition issued by the Teaching Regulation Agency which renders you unable or unsuitable to work at the school.
- Verification of your medical fitness for the role.

EQUAL OPPORTUNITIES

Dulwich Prep London is committed to the equal treatment of all current and prospective employees and does not condone discrimination based on age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment. In accordance with the Disability Discrimination Act, Dulwich Prep London seeks to treat those with disabilities as favourably as those without disabilities. Accordingly, we will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

SAFEGUARDING

Dulwich Prep London is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including online checks and checks with past employers and the Disclosure and Barring Service.



**Schools'
Inclusion
Alliance**



We aspire to have a diverse and inclusive workplace.

We strongly encourage all suitably qualified applicants regardless of background to apply and join us at Dulwich Prep London.

We are proud members of the Schools Inclusion Alliance and the Government's Disability Confident Scheme.

