**Teaching Assistant (SEND Tutor)**

**Job description**

**The Dixie Grammar School**is a selective 3-18 coeducational independent school set in three uniquely beautiful settings in rural Leicestershire. We are a happy school, in which our polite pupils are comfortable in their own skins, grounded, energetic and constantly challenged. This role is based at the Senior School site which is situated in Market Bosworth in the Leicestershire countryside.

The role of the **Teaching Assistant**within our Senior section is to support and advocate for an individual student and to also be part of a committed team of SEND support within the Senior School who deliver the best possible environment and highest standards of care and education for our pupils.

You will be:

* An empathetic, patient, kind and caring individual who can forge excellent relationships with pupils and adults and you will be able to build on these relationships to meet the developmental needs of the pupil you will be supporting.
* A flexible person, able to respond creatively to a changing learning environment
* Energetic and enthusiastic in your ability and desire to provide a rich and varied learning environment.
* Able to deal with a variety of situations in a calm manner.
* An effective communicator, both verbally and in writing and you will be able to liaise with parents, professionals and external agencies, providing a high level of care.
* Flexible to support all areas of school life, including co-curricular activities.

The successful candidate is likely to have:

* Experience working with young people with SEND (i.e. Dyslexia, ASD) in a school setting or similar experience with young people in a FE/training environment.
* A recognised qualification in Learning Support or Supporting Teaching and Learning in school, at level 2 or 3 would be an advantage, but is not essential.
* The ability to set and support clear boundaries whilst also supporting the young person to understand these boundaries to enhance personal development.
* The ability to plan work on a 1:1 basis which reflects individual needs to enable the student to access the curriculum and also to work with small groups.
* Have a good understanding of Safeguarding in Schools (training will also be provided).

The post is a **Full-time, Term-Time only, Fixed Term Contract until 3 July 2026**. We may also be able to accommodate working hours to suit parents with school age children.

Salary range is up to £24,853.21 (pro-rata), plus complimentary lunches, ongoing professional development and a NEST pension scheme, which attracts employer contributions of 5%, subject to the lower earnings limits.

Please send a letter of application stating your suitability for the post, and a completed application form (available on the school website www.dixie.org.uk) to Human resources by e-mail - [**recruitment@dixie.org.uk**](mailto:recruitment@dixie.org.uk)

Deadline for applications: **Thursday 13 March 2025**

Interviews to be held week commencing **17 March 2025**

Anticipated start date to commence as soon as possible

N.B Due to the need to recruit quickly for this vacancy we reserve the right to shortlist earlier if a satisfactory number of qualified candidates apply.

**No Agencies please.**

The School is committed to the safety and well-being of its students and is rigorous in its appointment procedures ensuring that the latest guidance is followed in respect of safer recruitment of staff, including visiting staff and, where required, volunteers. The School has a positive and effective Equal Opportunities Policy, actively promotes equality of opportunity and ensures that all recruitment is undertaken in line with the policy, Keeping Children Safe in Education (Sept 2024), Safer Recruitment principles and the Equality Act 2010. The School will comply with the Disqualification under the Childcare Act 2006 (DUCA), the Prevent Duty Guidance for England and Wales (2023) and any guidance or code of practice published by the Disclosure and Barring Service (DBS) and The Rehabilitation of Offenders Act (1974)

Job Types: Full-time, Term Time only, Fixed Term Contract

Pay: Up to £24,853.21 (pro rata) per year

Expected hours: 37.5 per week

Benefits:

* Discounted or free lunches
* Sick pay
* Pension

Schedule:

* Monday to Friday
* No weekends

Education:

* GCSE or equivalent (required)

Work authorisation:

* United Kingdom (required)

Work Location: In person