



**Dawn House**  
School



School Business Manager  
Dawn House School  
Helmsley Road  
Rainworth  
Nottinghamshire  
NG21 0DQ

July 2019

Dear Candidate,

**Teaching Assistant**  
**Full Time Fixed Term Contract for 12 months,**  
**(possibility of extension and permanent opportunities within school)**  
**£13,304.32 per annum (Actual full-time annual salary) pay review pending**  
**Dawn House School, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ**

Thank you for your interest in the above post, please find attached:

- Information about Dawn House School & I CAN
- Job Description and Person Specification
- Terms and Conditions of Employment
- Application form and Equal Opportunities Monitoring Form

To apply please send the completed application form back to us by either by email or post by 9am **Friday 27<sup>TH</sup> September 2019**. Early applications will be looked at prior to the closing date. Due to the number of applications received, we will only notify and provide feedback to those candidates that are short-listed.

Informal enquiries about this post can be made to Julie Magilton (Head of Education) on 01623 795361

I CAN is committed to safeguarding and promoting the welfare of children. We carry out appropriate vetting and verifications on all staff.

Thank you for your interest and we look forward to hearing from you.

Yours faithfully,

Julie Huddleston  
School Business Manager



## Dawn House School

I CAN's Dawn House School in Rainworth near Mansfield, Nottinghamshire is an outstanding day and residential non-maintained school which provides intensive and specialist support for children and young people aged 5 -19 years who have severe speech, language and communication needs (SLCN) and Asperger's Syndrome. Pupils receive the integrated therapy and education that they need, ensuring they receive full access to the national curriculum.

Dawn House School received an 'Outstanding' rating from Ofsted in February 2018. The 63 pupils at I CAN's Dawn House School receive the integrated therapy, education and care that they need to learn and develop independence. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).

## I CAN is the children's communication charity.

We are experts in helping children develop the speech, language and communication skills they need to thrive in a 21st century world.

**Our vision** is a world where all children have the communication skills they need to fulfil their potential.

**Our mission** is that no child should be left out or left behind because of a difficulty speaking or understanding.

I CAN supports children from 0-19 through our *Talk* programmes and specialist schools, and through resources and information for parents, families and people who work with children and young people. We work in nurseries and schools across the UK with our evidence-based programmes and run two special schools for children with the most severe and complex needs. We share our expertise and knowledge to increase awareness of communication difficulties and inform policy making.

I CAN's evidence-based programmes and training aim to provide practical help and support at every age and stage of a child's and young person's life. We work directly with the people who educate, care for, support and advise children and families. All our approaches are based on the best evidence available to ensure that children receive help that will get results. Our programmes are designed to help schools to meet Ofsted's focus on developing and using pupils' communication skills and to support settings and schools to narrow the gap between the lowest and highest attainment. Many of I CAN's programmes and training use a cascade model. We have a network of expert Licensees across the UK, able to respond to local needs quickly and flexibly.

For more information about I CAN and Dawn House School, please visit [www.ican.org.uk](http://www.ican.org.uk) or [www.talkingpoint.org.uk](http://www.talkingpoint.org.uk)

## Job Description

<b>JOB TITLE:</b>	Teaching Assistant, Dawn House School
<b>RESPONSIBLE TO:</b>	Assistant Head
<b>ACCOUNTABLE TO:</b>	Principal
<b>LIAISON WITH:</b>	Classroom Teachers, Therapists

### JOB SUMMARY

- To provide learning support to pupils with speech, language and communication difficulties in school, contributing to planning, assessing and recording as appropriate and contributing to meetings.
- To work as an effective member of a multi-disciplinary team in an educational environment.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

#### 1. Classroom Support

- 1.1 Work with teachers and therapists to encourage the physical, emotional, educational, social and communication development of pupils.
- 1.2 Prepare teaching materials, equipment and displays.
- 1.3 To manage pupils' behaviour, including promoting and modelling positive behaviour.
- 1.5 Contribute fully to the life of the school beyond the classroom.
- 1.6 Use signing systems in accordance with signing policy.
- 1.7 Supervise groups of pupils as required.

#### 2. Pupils' Social and Personal Care

- 2.1 Assist in ensuring that the social needs of individual pupils are attended to, which may include:
  - Escorting pupils in, around and out of school, including supervising arriving and departing and educational visits.
  - Organising and participating in activities at breaks and leisure time.
  - Supporting the development of pupils' social communication skills.
- 2.2 Assist in ensuring that the personal needs of individual pupils are attended to where appropriate. This may include:
  - Administering basic First Aid, where necessary.
  - Carrying out therapy programmes under guidance of the therapists.

- Assisting with personal care needs: toileting, dressing, eating and drinking.

### **3. Training, Development and Liaison**

- 3.1 Contribute effectively to the work of a multi-disciplinary team.
- 3.2 Contribute and adhere to the school's development plan, aims, policies and procedures.
- 3.3 Take part in the school's induction programme, including training in speech, language and communication difficulties.
- 3.4 Develop effective relationships with parents and other agencies.
- 3.5 Develop professionally according to the SIP.

### **4. Additional Requirements**

- 4.1 Assist and provide cover for colleagues as directed by your line manager.
- 4.5 Safeguard at all times confidentiality of information relating to children, staff, the School and I CAN's work.
- 4.6 Refrain from smoking in any area of I CAN premises.
- 4.7 Behave in a manner that ensures the security of I CAN property and resources.
- 4.8 Abide by all relevant I CAN and Dawn House Policies and Procedures.
- 4.9 Support the ethos and practices of the school.

This list of duties and responsibilities is by no means exhaustive and the postholder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate modification.

**Teaching Assistant  
Person Specification**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Very good numeracy/literacy skills equivalent to GCSE C and above.</li> <li>▪ Training in the relevant strategies e.g. literacy and/or in particular curriculum or learning area such as bilingual, sign language, dyslexia, ICT, CACHE, etc.</li> </ul>	<p>NVQ 3 for Teaching Assistant (or recognised equivalent qualification).</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with pupils with additional needs.</li> <li>▪ Understanding of First Aid procedures.</li> <li>▪ Understanding of the importance of confidentiality of sensitive information.</li> </ul>	<p>Experience of working with children with complex difficulties.</p>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Understanding of relevant policies/codes of practice.</li> <li>▪ Good understanding of areas of learning, e.g. literacy, numeracy, science, SEN, Early Years.</li> <li>▪ Knowledge and understanding of behaviour management strategies.</li> <li>▪ Understanding of principles of child development and learning processes and in particular, barriers to learning.</li> <li>▪ Effective use of ICT to support learning.</li> <li>▪ Use of other equipment technology – video, photocopier.</li> <li>▪ Excellent interpersonal skills to be able to relate well to a wide range of people.</li> <li>▪ Work constructively as part of a team whilst being able to demonstrate initiative.</li> <li>▪ Good communication skills.</li> <li>▪ Willing to work towards NVQ Level 3 or recognised equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualified to NVQ Level 3 or recognised equivalent.</li> <li>▪ Knowledge of language development, play and social development.</li> </ul>
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>▪ Effective communicator.</li> <li>▪ Customer focused.</li> <li>▪ Friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>▪ Open, honest and an active listener.</li> <li>▪ Takes responsibility and accountability.</li> <li>▪ Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>▪ Is committed to the provision and improvement of quality service provision.</li> <li>▪ Adaptable to change.</li> <li>▪ Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>▪ Ability to learn from experiences and challenges.</li> <li>▪ Is committed to the continuous development of self and others by keeping up to date and sharing knowledge,</li> </ul>	

	<p>encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</p> <ul style="list-style-type: none"> <li>▪ Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>▪ Commitment to the ethos and practices of the school and of I CAN.</li> <li>▪ Commitment to safe guarding and promoting the welfare of young people.</li> <li>▪ Clean driving license and willingness to drive school minibus.</li> </ul>	
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## I CAN Summary of Terms and Conditions of Employment

<b>Job Title:</b>	Teaching Assistant
<b>Start Date:</b>	ASAP
<b>Location:</b>	Dawn House School, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ
<b>Annual Salary:</b>	£13,304.32 per annum
<b>Hours:</b>	35 hours a week
<b>Working Weeks:</b>	39 weeks a year (term time only)
<b>Annual Leave:</b>	6.07 weeks/30 days paid holiday incorporated into school closure periods
<b>Disclosure &amp; Baring Service Check:</b>	The successful candidate's employment is subject to an enhanced DBS and barred list check
<b>Probation:</b>	There is a six month probationary period for this post
<b>Pension:</b>	I CAN group pension scheme with Aviva. Employer contribution 4.5%, minimum employee contribution 3%. This is offered as a salary exchange arrangement. Teachers at I CAN's schools are enrolled into the Teachers Pension Scheme.
<b>Perkbox:</b>	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards, confidential employee assistance and over 150 e-learning perks.
<b>Free Annual Flu Vaccination:</b>	Free annual flu vaccination for all I CAN employees.

# Application Form for Employment

Please return to: Julie Huddlestone Dawn House School, Helmsley Road,  
Rainworth, Nottinghamshire NG21 0DQ



Email: : j.huddlestone@dawnhouse-ican.notts.sch.uk Tel: 01623 795361

Please complete this form in full supplemented by additional sheets if necessary. **CVs WILL NOT BE ACCEPTED**

All personal data supplied to us on this form, which is subsequently processed on computer or by other means, is subject to the provisions of the Data Protection Act 2018.

<b>Position applied for:</b> Teaching Assistant	Closing Date:	Vacancy Ref No.:
Where did you see this job advertised?		

## Personal details:

Last Name:	Title: (Mr/Mrs/Miss/Ms/Dr/Prof)	First names: (for official purposes)
Address:	Preferred name: (name you wish to be known as)	
Post code:		
E-mail address:	Mobile telephone number:	
<i>If you are a teacher, please provide:</i> DfE number: TRN number:		

**Employment:**

Name of current/ last employer:	
Job title and description of your current job and key responsibilities:	Start date: End date:
Current /Final Salary:	
What period of notice are you required to give to your present employer?	
Reason for leaving:	

**Previous Employment:**

<b>Start Date</b>	<b>End Date</b>	<b>Job Title</b>	<b>Employer</b> (please also provide name of school if applicable)	<b>Reason for Leaving</b>

**Gaps in employment history:**

Please account for gaps in your employment history (in chronological order) in the space provided below.

**Education and Qualifications:**

<b>Start Date</b>	<b>End Date</b>	<b>Name of School/College/University/provider</b>	<b>Subject</b>	<b>Qualification gained and grade</b>

**Training:**

<b>Date</b>	<b>Topic Covered</b>	<b>Training Provider</b>

**Professional Membership/Registration:**

<b>Issuing Body</b>	<b>Registration Number</b>	<b>Expiry Date</b>

**Suitability:**

Please assess yourself against the requirement of the Person Specification, giving examples of how you meet the defined criteria. Ensure you are concise and to the point. You may continue on additional sheets if necessary.

**Referees:**

Please give the names and addresses of two referees, one of whom should be your current or most recent employer. Students should give the names of a lecturer/tutor/supervisor as appropriate. If you are applying for a post involving direct contact with children, at least one referee must be able to comment on your child contact experience. Your consent for I CAN to contact your referees is given by signature of this form. **We will normally request references before interview; if you do not wish us to contact them without your consent, please put a cross (X) next to their name.**

1.	Name:	Telephone number:
	Capacity known to you:	
	Address:	Confidential fax number:
		E-mail address:
2.	Name:	Telephone number:
	Capacity known to you:	
	Address:	Confidential fax number:
		E-mail address:

**Additional Information:**

Please give below any further information that is relevant to your application, eg: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements should you be invited for interview.

**Relationships:**

Are you related to or acquainted with any of the Trustees, staff or pupils of I CAN? If so, please give details:

**Asylum and Immigration Act 1996:**

Do you require permission to work in the UK?

Yes

No

If "Yes", please state the permission you have to work in the UK (e.g. visa type and visa expiry date)

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**Rehabilitation of Offenders Act 1974:**

Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)\*?

Yes

No

If 'yes' please give details in a separate envelope. You are required to give details of a 'spent conviction' as provided by the Rehabilitation of Offenders Act 1974 as the post is one that involves direct contact with children where we need to know about all convictions.

\*For further guidance on protected conviction and cautions, please visit:

- [http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/uksi/2013/1198/pdfs/uksi_20131198_en.pdf)
- <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

**List 99/ Protection of Children Act List:**

Are you included on List 99 or the Protection of Children Act List?

Yes

no

If your application is unsuccessful I CAN will retain your personal data for a period of six months after we have communicated our decision to you. Your application will then be confidentially destroyed. Please refer to I CAN's Candidate Privacy Notice [www.ican.org.uk/media/1235/i-can-candidate-privacy-notice.pdf](http://www.ican.org.uk/media/1235/i-can-candidate-privacy-notice.pdf) or please visit [www.ican.org.uk/working-for-us](http://www.ican.org.uk/working-for-us) to download it from our website.

**Candidate Declaration: -**

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I also give my consent to the processing of my personal data in relation to my job application and possible future employment.

Signed.....

Date .....

## I CAN - Equal Opportunities Monitoring Form – Recruitment

Please **do not** write your name on this form.

Thank you for taking the time out to fill in this form. We are asking these questions to understand better the composition of our workforce by gender, ethnic origin, age, sexual orientation and faith. This information will help us guide our recruitment strategies.

We can assure you that the information provided will be kept completely confidential.

I CAN is committed to equal opportunities and has a policy that is supported by a code of practice.

<b>Please state which post you are applying for</b>	
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<b>Gender (please tick) &amp; Year of Birth</b>					
Male		Female		Year of Birth	

<b>Disability</b>			
Do you consider yourself to have a disability? (please tick)	Yes		No
The Disability discrimination Act defines disability as “a physical or mental impairment which has a substantial and long term effect on the person’s ability to carry out normal day to day activities”			

<b>Ethnic Origin</b>	
Please indicate how you would prefer to describe your ethnic origin (please tick) then specify in the most relevant <i>sub-category</i> (please tick)	

A

<b>Asian</b>		Asian British		Asian English		Asian Scottish	
Asian Welsh		Bangladeshi		Indian		Pakistani	
Other (please specify)							

B

<b>Black</b>		Black British		Black English		Black Scottish	
Black Welsh		African		Caribbean			
Other (please specify)							

C

<b>Chinese</b>		Chinese British		Chinese English		Chinese Scottish	
Chinese Welsh		Chinese		Other (please specify)			

D

<b>Mixed</b>		White and Black African		White and Black Caribbean		White and Asian	
Other (please specify)							

E

<b>Traveller or Gypsy</b>							
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F

<b>White</b>		White British		White English		White Scottish	
White Welsh		White Irish		Other please specify)			

**Faith**

Please indicate below how you would prefer to describe your faith or tick "none" OR "prefer not to state"

None	
Prefer not to state	

**Sexual Orientation**

Please indicate how you would prefer to describe your sexual orientation (please tick)\*\*

Bisexual		Gay		Heterosexual		Lesbian	
Prefer not to state							

By completing this form I understand that I give my consent under the Data Protection Act 1998 for the information contained in this form to be processed in accordance with I CAN policy for the purposes of equal opportunities monitoring.

\*The categories used are those given by the Commission for Racial Equality.

\*\* The categories used are those given by the Equal Opportunities Commission.