SEND Teaching Assistant

Information Pack for Applicants

Join the Inspirational Team at
Dwight School London



DWIGHT
LONDON

“

Dwight has always had a warm and welcoming atmosphere, and its small community of students and staff makes it the perfect place to learn.

- Dwight alumni

”

WELCOME

Head of School Message



First of all I want to thank you for your interest in Dwight School London. We are a dynamic, forward thinking and welcoming independent international school located in the heart of the North of London.

My name is Chris Beddows and I am the proud Head of School. As Head of School since January 2022, I am excited to lead Dwight into its latest chapter of excellence as a leading IB World School.

I aim to ensure that all community members, whether that be students, parents or our highly talented team of educators, are happy, healthy and safe because I know then that success, productivity and passion will organically follow.

We have an exciting opportunity to join our ambitious and dynamic team as a SEND Teaching Assistant. The postholder will teach and support SEND students on a one-to-one basis both in class and through withdrawal sessions.

As a school that offers the International Baccalaureate (IB) programme, we strive to fulfil our mission to ‘educate for a better world’ and to ignite the Spark of Genius in everyone in our community. Our work as a collaborative and collegial school is rooted in the pillars of community, personalised learning and global vision. The positive ethos and atmosphere that exists in our school is evidenced through good relationships, intercultural understanding, supportive behaviour, respect and hard work.

We warmly welcome visits to the school as part of the application process and we hope that you are interested in working with us at Dwight School London.

Warm regards
Chris Beddows, Head of School



“

In the heart of North London, Dwight School offers a rich, varied and challenging education. Our students join us from throughout London and across the world.

- Dwight staff member

”



ABOUT DWIGHT SCHOOL

Igniting the Spark of Genius in Every Child Since 1872

Dwight School London prepares young people to become leaders in the world. Our students thrive in a curriculum rooted in our three educational pillars. The first is personalised learning; the second, a commitment to community; the third, our global vision.

We are a part of the international family of Dwight Schools, closely linked with Dwight School New York, as well as Dwight School Seoul, Shanghai, Dubai, Hanoi, Cairo and the online school Dwight Global. Being part of a global network offers countless benefits and opportunities. Travel and exchange programmes, cross-campus curricular and creative collaborations, online learning programs, international athletic competitions, staff development and global leadership conferences all foster the development of global citizens. Each Dwight School shares the same commitment to igniting the spark of genius in every child. No matter where in the world students attend Dwight, they are inspired to find their passions and receive the same high-quality IB education.

The Dwight School London community has a rich diversity of cultures, nationalities and experiences, with over 50 nationalities represented and over 40 languages spoken. We strive for a culture of excellence in all we do, with high aspirations for our students and our staff. Our philosophy is to build confident, compassionate young people who influence the future. We are committed to the IB philosophy of educating for a better, more peaceful world.

In the UK, we are one of just a handful of international schools able to offer all three educational programmes of the International Baccalaureate Organisation – the Primary Years programme (IBPYP), the Middle Years programme (IBMYP) and the prestigious IB Diploma programme (IBDP). With the recent addition of our Little Lions Nursery school, we now offer an exceptional education for learners aged 2 through to age 18 and a compelling choice for families all around the world.

With Dwight, the arts, sports, wellbeing and learning beyond the classroom are all a core part of our curriculum. We have a diverse programme of trips and extra-curricular clubs, as well as a weekly Forest School. We have supported students to earn places at some of the world's most highly regarded universities.

Our commitment to learning beyond the classroom does not stop with our students. For our staff team, we prioritise professional and personal development, with wellbeing and innovation at the heart of our offer to our teaching, business and support staff.

Through the school's Quest programme, students receive personalised support through a differentiated approach either on a one-to-one basis or small group support from trained staff in skills such as reading, maths, writing and/or organisation. The aim of the Quest Programme is to teach students with different learning styles to function successfully and independently in an academically challenging, IB mainstream setting; it may also provide opportunities to be referred to specialist areas such as Speech and Language and Occupational Therapy as needed. The Quest Programme, with its specialists, is an integral part of the school community and is a resource for all teachers and parents.

We are proud of our status as an ISI 'Excellent' rated school, achieving excellence in all areas. We are also incredibly proud to have exceeded the global average IB Diploma results every year for the past decade. For more information about our school, please take a look at our website: dwightlondon.org

“

The teachers at Dwight are ready to be shepherds to guide students’ learning. They reward curiosity and independent thinking, rather than memorizing knowledge to pass a test.

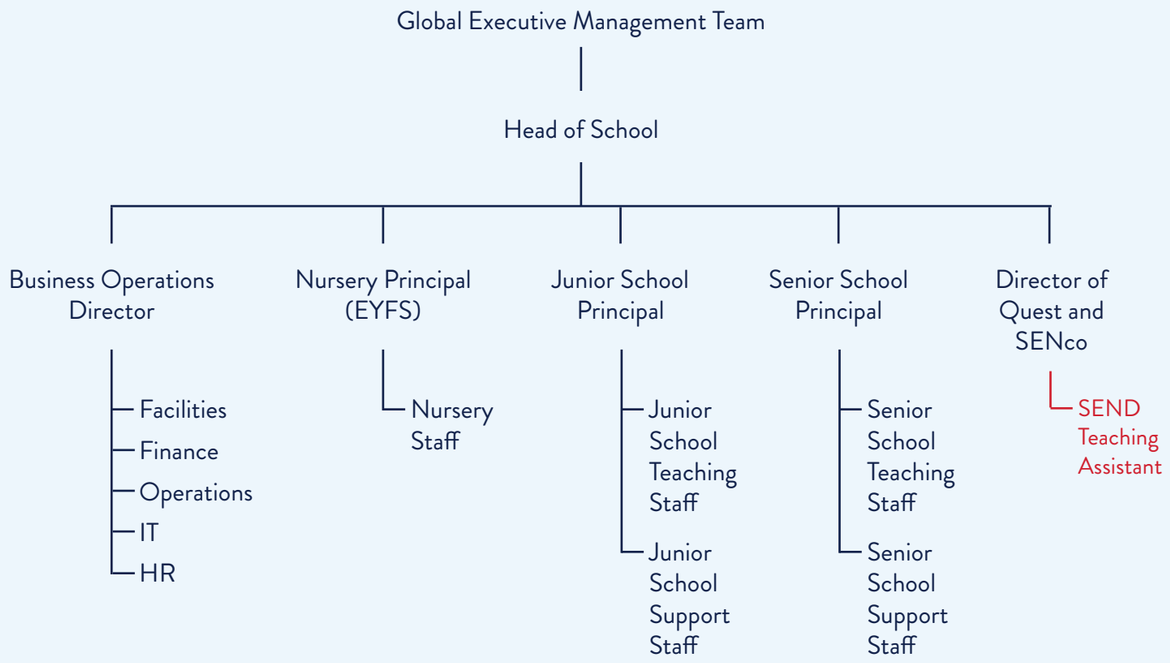
- Dwight parent

”





ORGANISATIONAL CHART



ROLE SUMMARY

Title: SEND Teaching Assistant
Contract: Fixed Term / Term time only
Reporting to: Director of Personalised Learning
Liaising with: Class Teachers, Parents, Quest Staff
Start & End Dates: 4 January 2027 until 16 July 2027
Salary: £30,784 - £31,241, depending on experience

This role will require you to:

- *provide individual support to students with special educational needs and disabilities*
- *work closely with the SENDCo and class teachers, to help plan, deliver and review tailored programmes of support*
- *build positive relationships with students and their families, working collaboratively with colleagues to ensure a consistent and supportive approach to each student's education*



Please Note:

This vacancy and all recruitment activities are subject to our Safer Recruitment policy and procedures. It is a criminal offence to apply for this post if you have been barred from working with children.

Dwight School London is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

If you are shortlisted for this post, you will be asked to complete a declaration at interview giving you the opportunity to declare any information relevant to your suitability for working with children and young people.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education 2022 and The Education Act 2002, we expect all staff and volunteers to share this commitment.

Dwight School London is a fair employer and is committed to equal opportunities. The School does not discriminate against employees on the basis of gender, ethnic origin, disability or age.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants.

For details on our Safer Recruitment policy and our Equal Opportunities policy please click here or visit our website for details.

JOB DESCRIPTION

INTRODUCTION

Dwight School London (DSL) believes that every member of the staff team makes an important contribution to our community and that contributions should not be limited by assigned responsibilities. Therefore, this job description identifies generic and specific individual responsibilities to enable the teaching assistant to participate at DSL in a full and effective way; it is not intended to restrict an individual's participation, especially in activities carried out voluntarily.

This job description will be reviewed at the beginning of each academic year, or sooner if necessary, and will be referred to by the job holder and the team leader during the Performance Management process.



CORE TASKS

- Teach and support SEND students on a one-to-one basis both in class and through withdrawal sessions.
- Prepare, provide, and review individual and small group teaching to maximize SEND students' learning opportunities in an inclusive classroom setting.
- Plan a programme of support with the guidance of the SENDCo, meeting agreed deadlines and ensuring coordination with appropriate staff.
- Create and maintain a stimulating and enriching learning environment where time and resources are used effectively.
- Provide prompt and constructive feedback on students' work.
- Involve students in the educational target-setting process, including the implementation and review of Individual Education Plans (IEPs).
- Differentiate learning, teaching strategies, and resources to appropriately challenge and engage SEND students according to their needs and skill levels.
- Promote and maintain good student behaviour, fostering positive attitudes toward peers, adults, property, and schoolwork.
- Encourage independence, perseverance, and determination among SEND students.
- Implement and maintain effective records of student progress and achievement, accessible to authorized and interested parties.
- Seek opportunities to broaden knowledge and experience in the field of SEND teaching and to develop professionally and personally.
- Develop and maintain a strong home-school partnership in coordination with the SENDCo, ensuring parents are informed of their children's progress, attainment, and attitudes.

INDIVIDUAL RESPONSIBILITIES

- Foster a learning-rich classroom environment where SEND students develop confidence, independence, and motivation, ensuring steady academic progress.
- Assess students' entry points in English and special educational needs, devise targets for their development, review progress, and report findings to class teachers and parents.
- Work closely with class teachers to ensure collaboration, review progress, and implement exit plans for students when appropriate.



JOB DESCRIPTION

- Develop a positive and caring environment with strong pastoral care and opportunities for individual successes and growth.
- Maintain close communication with parents, fostering a collaborative partnership in their children's education.
- Base activities on the IB PYP framework, reinforcing a positive and inquiry-based approach to learning.

WHOLE SCHOOL RESPONSIBILITIES

- Contribute to a whole-school culture characterized by quality, support, encouragement, teamwork, enthusiasm, challenge, achievement, involvement, and mutual respect.
- To take an active part in the school community including involvement in the supervision of students, involvement in Dwight School events and presentations, and the provision of extracurricular activities.
- To attend and contribute to department and staff meetings.
- To cover for colleagues when necessary.

OTHER DUTIES

- The job holder may, from time to time, need to carry out other duties as reasonably directed by the Head of School or line manager.

PERSON SPECIFICATION

The following are the essential criteria to undertake the job competently. Items marked (E) are essential, while items marked (D) are desirable.

Education and Training

- Recognised qualification for teaching SEND at least at level 2 certification. (D)
- Maths or English specialism at an advanced level. (D)

Experience

- At least 2 year's experience of supporting teaching SEND students either at a 1:1 level or as a group support programme. (E)

Knowledge and Understanding

- Knowledge and understanding of pedagogy and curriculum development in the support of SEND students. (E)
- Knowledge and understanding of teaching across all age groups. (D)
- Knowledge and understanding of the use of performance data to track student progress and monitor achievement. (E)
- Knowledge and understanding of different teaching and learning styles. (E)
- Knowledge and understanding of the IB PYP, MYP and DP. (D)

Skills and Abilities

- Ability to take instruction and work as part of a team. (E)
- Excellent organisational and communication skills. (E)
- Good IT and presentational skills. (E)
- Ability to manage, motivate and inspire students. (E)
- Ability to work independently with initiative. (E)
- Ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities. (E)
- Ability to support Maths or English to an MYP level (KS3/KS4). (D)

Attitudes

- Having high expectations of staff and students. (E)
- A willingness to be flexible and adaptable and to contribute to whole school development. (E)
- Demonstrates attributes of the IB Learner Profile. (E)
- Commitment to safeguarding and promoting the well-being of children. (E)



THE BENEFITS OF WORKING AT DWIGHT

"Dwight School London is such a vibrant and exciting school; our students are caring and open-minded, they come from 40 different nationalities and represent a truly wonderful microcosm of the society. They think outside the box, show initiative and come up with the most ingenious ideas, full of creativity. Our staff, (teaching and non teaching) are friendly, supportive and compassionate. If you walk around the classrooms, you will see and hear lessons that are full of critical thinking, self-directed research inquiry - and most of all fun!"

– Barbara Veschi, Languages Teacher at Dwight School London

Dwight School prides itself on being an inclusive, high achieving workplace with a commitment to standards of excellence and to prioritising staff wellbeing.

Staff members at Dwight School enjoy...

Excellent Rewards, Recognition & Wellbeing Activities

In addition to a competitive salary, we offer a package of additional staff benefits. These include a flexible teacher's pension scheme with salary exchange options, our own Dwight Rewards employee benefits hub with promotions, discounts and savings, group insurances, access to wellbeing tools and classes and complimentary staff lunches.

Highly subsidised school fees - subject to availability and eligibility criteria - are also available for staff who enrol their children at the school.

Excellent Opportunities for Development

We actively support continuing development for all our staff members. Development activities include support with formal training, informal training and mentorship, whole school development initiatives, international opportunities through the Dwight family and opportunities within our initiatives for innovation.

Supportive Working Environments

Our school is a warm, welcoming and open-minded environment, where friendly, respectful relationships flourish. With Dwight, you will find supportive colleagues, independent students, collaboration and encouragement and from all around the school.

A Culture for High Aspirations and Achievement

Through our dynamic leadership, vibrant workplace culture and our development programmes, we seek to inspire our team to achieve their full potential and ambitions for growth. We strive for excellence in all we do.

An Inclusive, Diverse and Welcoming International Community

As a vibrant international school, with over 50 nationalities represented amongst our students and our staff team, Dwight offers an inclusive, diverse community full of advantage for all at the school. As part of an exciting and innovative family of schools located in New York, Shanghai, Dubai, Seoul, Hanoi and Cairo, there are many opportunities to collaborate and exchange internationally.

HOW TO APPLY

Please review the Job Description and Person Specification carefully before applying.

Please submit an application form via this link: https://app.schrole.com/#/connect/vacancy/4750b674-a9bd-4cfc-9f8f-27068d2c14c2

SELECTION PROCESS

Applications will be reviewed throughout the advertising period.

Candidates who meet the minimum shortlisting criteria may be contacted at any time during this period, up to and including the closing date, to arrange a pre-screen interview.

As part of the shortlisting process, there will be an initial video call with a member of our team, with the chance to learn more about the school and the position. We also welcome in-person visits to the school.

Shortlisted candidates will be invited to take part in a series of interviews arranged shortly afterwards.

Proposed start date: 4 January 2027

If you have any questions regarding the recruitment and selection process, or if we can provide any support in relation to making an application, please contact hr@dwightlondon.org.



DWIGHT LONDON

6, Friern Barnet Lane | London | N11 3LX
+44 (0)20 8920 0600 | hr@dwightlondon.org
www.dwightlondon.org