




DANES HILL SCHOOL


---

SEN ASSISTANT (PART TIME)


June 2025

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

 Leatherhead Road, Oxshott, Surrey KT22 0JG

 [hr@daneshill.surrey.sch.uk](mailto:hr@daneshill.surrey.sch.uk)

 [daneshillschool.co.uk](http://daneshillschool.co.uk)

 01372 842509





# THANK YOU

Thank you for showing an interest in Danes Hill School. I hope that the information in this pack, along with our website, provides you with a flavour of what working within our Learning Support department at Danes Hill School would be like. You will join a warm and positive staff team that takes pride in providing exceptional provision and personalised support for every child under our care.

Danes Hill School is a popular co-educational day Prep School, home to around 600 pupils aged 2 – 13. Early years pupils are taught at our Pre-Prep site known as Bevendean, before ‘graduating’ to the main school when they join Year 2. Our teachers specialise in a particular key stage or subject, but all work flexibly across the age range.

Our values of passion, courage, growth and respect are embedded deeply into our schemes of work, pastoral care and all classroom learning experiences. We believe that if children are happy, they flourish, reach their full potential and carry a love of learning with them throughout the rest of their lives. At Danes Hill School, we want children to enjoy their childhood for as long as possible, developing their character and academic progress, within a stimulating environment that offers a wide breadth of opportunities both inside and outside the classroom. Co-curricular activities integrate seamlessly within the school's provision and form the backbone of our holistic learning experience. These activities offer invaluable opportunities for our pupils to explore their passions, push their boundaries, and develop crucial skills for the future. Whether it's academic enrichment, sport, music, drama, a hobby or a club – they all have an important part to play in shaping well-rounded individuals ready to contribute to society.

The right people for Danes Hill will have the presence to lead and inspire classes from early years through to Year 8, with a passion for providing an innovative and creative education. If you are interested in becoming part of our school and making a difference to the education of our young people, we would love to hear from you. We will be processing applications as they are received and may close the recruitment ahead of the closing date, if the right candidate has been found.

I very much look forward to hearing from you.

With best regards,  
James Felgate (Deputy Head Academic)



# OUR SCHOOL VALUES

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values are articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gain a clear insight into what makes Danes Hill special.

After distilling and analysing the feedback, we shared our four new school values in summer 2023: Growth, Passion, Courage and Respect. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus in 2023-24 is on embedding them into the fabric of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

In order for our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.



# SEN ASSISTANT (PART TIME)

## ABOUT THE ROLE

Job title:	SEN Assistant (Part-Time)
Job purpose:	<p>We are seeking a dedicated and compassionate individual to join our Learning Support Team as a <b>SEN Assistant</b>.</p> <p>You will play a vital role in supporting pupils who require additional assistance, working closely with class teachers, the SENCO, EAL Coordinator, and other support staff to help pupils reach their full potential.</p> <p>As SEN Assistant your work will involve support on a 1:1 and small group basis to pupils who need a little extra help to access the curriculum and the wide range of activities on offer.</p>
Reporting to:	Head of Learning Support/SENCO
Hours:	<b>Part-Time Roles:</b> Hours to be negotiated based on the needs of the school and availability of the candidate(s).
Contract:	1 year contract (term time only)
Salary:	£10,997 – £12,814 (based on 4 hours per day) (FTE £29,325 - £34,170)
Benefits:	Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Discounts in local shops, restaurants, and businesses. Training and development support.
Closing Date:	<b>We encourage applications without delay.</b> We will be processing applications as they are received and may interview ahead of the closing date (20th June at 9am).



# JOB SPECIFICATION

## Key Responsibilities:

### Special Educational Needs (SEN) Assistant

- Provide one-to-one or small group support for pupils with identified learning needs.
- Assist in the implementation of Individual Education Plans (IEPs) and support strategies.
- Monitor and record pupil progress, maintaining clear and confidential documentation.
- Support pupils' social and emotional development, promoting inclusion in school life.
- Liaise regularly with the SENCO, teachers, and parents to ensure effective communication and continuity of support.

## Other duties

- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Undertaking duties and pupil supervision as directed.
- Being a role model by setting high personal standards of dress and appearance, attendance/punctuality, and class discipline/behaviour, always upholding the staff code of conduct.
- Providing administrative support as directed.
- Maintaining good order amongst pupils and being active in implementing the school's policies on rewards and sanctions.
- Actively engaging in safeguarding practice and health and safety supervision, both in school and on external visits.
- Attending all meetings and training relevant to the role, as well as other events as directed.
- Complying with relevant school policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the head of department, headteacher or senior colleague may require from time to time.



# PERSON SPECIFICATION

## Qualifications and Experience

### Essential:

- Experience working with children, ideally within a school environment.
- Understanding of the needs of EAL and/or SEN learners.
- Excellent communication and interpersonal skills.
- Ability to work flexibly as part of a team and independently.
- A patient, empathetic, and positive approach to supporting learning.

### Desirable:

- Relevant qualifications in education, learning support, or EAL/SEN (e.g., CACHE, TEFL, NASEN training).
- Previous experience in a similar role within an independent or mainstream school.
- Knowledge of safeguarding and child protection procedures.

### Competencies:

- Ability to build effective and professional relationships with pupils, parents and staff
- Ability to communicate confidently and effectively
- Ability to manage time effectively with a positive and flexible attitude to tasks
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate in the life of the school, including co-curricular and pastoral commitments.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2024.



# WHY WORK AT DANES HILL SCHOOL?



## Location:

Danes Hill offers an exceptional working environment, and when you visit the education, you get a proper sense of

the grounds, facilities and resources. Set in 55 acres with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than meeting, education, walk from the Prep School (15 minutes from Bevendean).

Car parking is available for all staff, as well as our Cycle to Work scheme.



## Community:

Working at Danes Hill, you become part of a large, dynamic community encompassing all of the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Appropriate technology 20-minute induction, including laptops and accessories. Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.



## Development:

As a place of education it's vital to us that we all invest in our learning. A weekly staff meeting and twilight training session takes place every Monday after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.



## Reward:

It is important to us that everyone who works at Danes Hill benefits from fair pay systems. A new pay scale for teachers was introduced in September 2023 after consultation with staff. With a generous core salary, there are also opportunities to take on positions of responsibility for additional management allowances. A new pay scale for support staff has been reviewed and implemented in September 2024.



## Benefits:

Generous and flexible pension scheme (APTIS) provided by Aviva, with a 20% employer contribution (that can be voluntarily reduced to increase a staff member's salary, according to need). Non-contractual fee remission is given to all staff on a pro rata basis, and currently represents up to 60% reduction on full fees, as well as free wraparound care and discounted holiday clubs.



## Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Our onsite counsellor can provide immediate support and advice, and Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.



## Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities, including circuit training, running, badminton, football and the staff choir. The Head of the Common Room organises social events and charity fundraisers. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our fabulous lunches.







# DANES HILL SCHOOL

STRONG & SAGACIOUS

---