



Dallam School

Work with us

Application pack

Teaching Assistant

Required May 2026

Salary: NJC Salary Scale 2 – Points 3 – 4 currently £25,614 - £26,016 per annum full time equivalent (£17,784 to £18,063 per annum, actual gross salary)

Hours of Work: 30 hours a week, Monday to Friday 8.30am to 3.30pm (less 1 hour lunch break) term time plus one week (inset), contract subject to pupil SEN funding

Belong here | Learn here | Thrive here

Welcome from the Headteacher

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Steven Henneberry
Headteacher

“Staff, including those in the early stages of their careers, feel well supported by leaders.”
Ofsted, 2023.

Welcome to Dallam School; a place I hope you will call home for many, many years to come.

At Dallam, our purpose is clear:

To build an ambitious, joyful and creative school community where everyone belongs, contributes and strives for excellence - so that every student leaves ready to succeed on their chosen path.

This is for all of us - students and staff alike. We are committed to being a school where you feel you belong, your voice matters, and your contribution makes a real difference.

Dallam is a friendly, supportive and ambitious place to work, where wellbeing is prioritised, creativity is encouraged, and professional growth is part of everyday life. Most importantly, we want you to see the impact of your work in the confidence, character and success of the young people who thrive here.

It is an exciting time at Dallam, and I look forward to hearing about how you can contribute to our development journey.

Steven



Our school

We're a vibrant and friendly comprehensive school where our children can continue studying into Sixth Form or study away from home, staying in our State Boarding House.

Dallam School offers day and boarding students a place to achieve academically, enjoy a wide range of creative and outdoor opportunities, and develop into a responsible and caring individual.

We have a truly comprehensive intake with 900 students, 11-18, currently on roll. Our 60 boarding students and cohorts of short-stay international students contribute to a culturally diverse school community.

Visitors are always impressed by our family atmosphere and the warmth of relationships between our staff and students.

Come and visit us

We've offered you an opportunity to come and visit us. Here's what you'll discover when you do:

- A rural yet international school close to the Lake District World Heritage Site with endless opportunities for adventures from coast to mountains.
- A career opportunity in a place with high aspirations for its students. We have a clear focus on outcomes for learning, behaviour and community.
- Our Headteacher, Steven Henneberry, who was once a student here, is looking to recruit a like-minded colleague with a strong presence and an interest in evidence-based practice to help inspire change and set a positive course for Dallam.
- Fantastic facilities including modern school buildings, historic Boarding House, pavilion and playing fields, all-weather 3G pitches, and excellent indoor sports halls.
- A heritage and traditions stretching back to 1613, the school is grounded in traditional values but forward-thinking and innovative.
- A supportive and inclusive culture in and around school where community is at the heart of all that we do. This includes the working relationship between teachers and students, the trusting relationships with form tutors and the pastoral team, and the honest relationships our staff develop with parents and carers.
- Every opportunity to pursue professional development. You'll also benefit from our extensive educational networks within Cumbria, including the South Lakes Federation of 10 secondary schools, Kendal College and University of Cumbria.

Working in a great location

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Our vision, values and purpose

Our vision

Belong here. Learn here. Thrive here.

Our mission statement

We are here to build an ambitious, joyful and creative school community where everyone belongs, contributes and strives for excellence – so that every student leaves ready to succeed on their chosen path.

Our purpose and culture

At Dallam, **belonging comes first**. We understand belonging to mean far more than inclusion: it is about being known, valued and actively involved as part of an ambitious, joyful and creative school community. This sense of belonging underpins our approach to wellbeing for students, staff and families alike.

At Dallam, **wellbeing is not the absence of challenge, but the presence of belonging, purpose, high expectations and support**. For students, this means feeling safe, supported and stretched in a school where learning is vibrant, adventurous and driven by high expectations. Students are encouraged to contribute to school life, take intellectual risks, explore ideas with confidence and develop the character, creativity and curiosity they need to thrive on their chosen path.

For staff, belonging means feeling respected, developed and empowered as professionals and as people. It is about having a genuine voice, being invested in through mentoring, collaboration and leadership opportunities, and helping to shape the culture and direction of the school. This creates a working environment where staff wellbeing is sustained through clarity, trust, shared responsibility and professional pride, enabling colleagues to give their best to the students they serve.

This culture of belonging shapes our expectations and our practice. Everyone is seen. Everyone is supported. Everyone contributes. Everyone is challenged to thrive.

This vision informs leadership, teaching, behaviour and support across the school. It defines a community where **belonging fuels ambition, contribution is expected, and excellence is a shared commitment**; creating the conditions in which both wellbeing and success can flourish for every member of the Dallam School community.

Our values



Courage
(be brave)



Respect
(others, self and environment)



Compassion
(be kind)



Endeavour
(strive for excellence)



Integrity
(be honest)

Our environment

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Dallam School is located in the North West of England and is surrounded by the national parks of the Lake District and the Yorkshire Dales.

Based in the South Lakeland district of Cumbria, close to Kendal and Windermere, Dallam School offers day and boarding students a place to:

- Achieve academically.
- Enjoy a wide range of creative and outdoor opportunities.
- Develop into a responsible and caring individual.



Flexible working

Dallam School is committed to supporting its workforce in achieving a greater work-life balance.

Through our Flexible Working Policy, we offer a range of formal and informal flexible working options, which have been adopted by a growing number of our staff. We are open to discussing our approach to flexible working options at any stage of the recruitment process or beyond.

Please contact our HR Officer for further details.

You will be given every opportunity to pursue professional development and encouraged to perform to the highest standards.

Your professional development

We aim to be the place where staff can develop their careers and achieve their ambitions, through high quality professional learning. We strive to create a working environment that impacts positively on staff development; a culture of mutual trust, respect, openness and commitment to student achievement.

You can expect us to:

- Ensure access to high quality and bespoke professional development and the opportunity to progress your career at Dallam School
- Provide opportunities for staff to take on leadership roles, and, participate in project-based, collaborative thinking and learning
- Enable teachers to collaborate to refine their teaching practices and work together to solve problems in school. This includes working with partner schools to improve individual practices and school wide policies and protocols
- Secure a continuous appraisal process with meaningful feedback which enables staff development. Regular professional development conversations allow staff to excel in their roles, provide feedback on what support and progression they want, stay current with best practices, and continuously improve their craft



Our commitment to well-being

At Dallam, we care deeply about the well-being of our staff. We know that when colleagues feel supported, valued and trusted, they do their best work for our students. This sets out the practical ways we support each other every day, so that everyone can do their job well and feel proud to be part of our team.



A buddy for new staff who join Dallam for their first year



Provision of flu jab vouchers for eligible staff each winter



Calendared well-being weeks with no morning meetings scheduled



School, assessment and directed time calendar published in advance of the school year



No student data is collected for data's sake



Dedicated classrooms for teaching staff wherever possible



Access to occupational health support for staff if required



Comprehensive weekly staff induction sessions for new staff to Dallam School



Complimentary tea and coffee provided in the staffroom



A flexible approach to family appointments, children's events, nativities, sports days etc.



Weekly FriYays to celebrate and share appreciation of staff work



Measured approach to lesson observations, drop-ins and open door weeks



Termly survey of workload and staff voice to enable changes to be made if necessary



SLT open door policy at all times



Well-being champions within the school governance team



Key information collated into a streamlined weekly bulletin for all staff



Dedicated support staff meetings with senior staff each half term



Flexible working upon request



Half termly trade union meetings with the Headteacher



Well-being cover support; provide 4 lessons of cover to enable one day off in lieu.



Drop ins with the Headteacher each Friday with coffee and croissants

Job description

Teaching Assistant

Salary: NJC Salary Scale 2 points 3-4 £25,614 - £26,016 pro rata
Hours: 30 hours per week - term time plus 1 week
During Monday to Friday from 8.30am to 3.30pm (less 1 hour lunch break)

Disclosure Level: Enhanced
Location: Dallam School, Milnthorpe, LA7 7DD - the role may require travel between the trust school sites

Relationships

a) Reporting to:

The post-holder reports to the SENCO and SEN Team Leader

b) Responsible for:

The post-holder interacts with other professional colleagues, students and parents and should establish and maintain productive relationships and promote mutual understanding of our aim to improve the quality of the student experience at the South Westmorland Multi Academy Trust.

Main Purpose

- To support teaching and other staff in assisting the delivery of the examination, National Curriculum and other learning support, in direct contact with students. The role will involve working with both groups and individual students under the direction of the class teacher, the Head of Faculty, SENCO and other appropriate staff at Dallam School
- To support the pastoral work of SEN students

Main Responsibilities

Teaching Assistant

- Under the general direction of the class teacher, take part in establishing constructive relationships with students, parents/carers
- Communicate effectively with all students, families and carers of Dallam School
- Provide academic and or emotional, social and behavioural support and encouragement to students.
- Support the learning process under the direction of the teaching or other appropriate staff.
- Plan and deliver engaging and differentiated sessions to small groups or 1:1
- Take proactive steps to engage with teaching and other staff in planning work
- Provide, with appropriate guidance and supervision, educational, emotional and physical support to students.
- Assist in the implementation of appropriate behaviour management strategies
- Observe a student or young person's behaviour, understand its context notice and react appropriately to any unexpected changes
- Know how to interact with students in ways that support the development of their ability to think and learn and becoming increasingly independent of support
- Behavioural support for individual students
- Assist with the supervision of groups and individual students as required.
- Assist with break/lunchtime supervision as required.
- Be responsible for promoting and safeguarding the welfare of students and young people that you are responsible for and come into contact with.
- Adhere to Dallam School's statutory procedures with regard to safeguarding
- Listen to concerns; recognise and take account of signs of changes in attitudes and behaviour

CONTINUED

Teaching Assistant
<ul style="list-style-type: none">• Understand your own role and its limits and the importance of providing care or support• Prepare materials and undertake minor clerical duties.• Supervise students sitting internal and external examinations as required, ensuring that examinations comply with the Examination Board Regulations• Assisting the SENCO with record keeping• Providing information for reviews, reports etc• Attend staff briefings, staff and department meetings as required• Provide feedback, as requested, to the class teacher or HOF to support progression in learning for individual students
General
Culture and Ethos <ul style="list-style-type: none">• Promote the academy ethos, attitudes and values in all aspects of work with pupils, colleagues, support staff, parents/carers and visitors• Promote the academy and celebrate its success at every opportunity
Dress and Appearance <ul style="list-style-type: none">• To maintain the highest standards of smart business dress• To maintain a professional demeanour at all times
Self-Development <ul style="list-style-type: none">• To take part in the school's staff development programme by participating in arrangements for further training and professional development• To continue personal development in the relevant areas including subject knowledge• To engage actively in the Performance Management process
Attitude <ul style="list-style-type: none">• To act as a professional and positive ambassador for the school in order to support the school's mission and profile• Maintain a high level of motivation and encourage the progress of others• Support the induction of Early Career Teachers, as required, and support the training of student teachers when they have been accepted into the faculty• Support supply teachers and teachers doing cover by assisting to ensure that suitable material is available for lessons when members of the department are absent
Policy Promotion <ul style="list-style-type: none">• To actively promote the Trust's Equal Opportunities, Health & Safety, Data Protection and GDPR policies to ensure that the school operates safely, effectively and fairly in line with legislative requirements• Comply with and actively implement the Trust's Behaviour Management Policy
Safeguarding <ul style="list-style-type: none">• Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures and the Trust's safeguarding policy
Confidentiality <ul style="list-style-type: none">• To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people
Flexibility <ul style="list-style-type: none">• The job description may include all such other duties as the Headteacher and Trustees may reasonably expect from time to time• To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation• Embrace a willingness to experiment with new methods and approaches / initiative taken

Person specification

Teaching Assistant

While the list below is exacting, it is understood that different qualities will be exhibited to different degrees. The criteria below will be assessed using a combination of the letter of application, interview process and references. Candidates will be expected to complete a number of technical tasks at interview in order to assess their competence

Criteria	Essential	Desirable
Qualifications & Experience		
Qualification at level 3 or equivalent		√
Qualification related to child care or special educational needs		√
Experience appropriate to working with children in an educational setting	√	
Skills and Knowledge		
Good written and verbal communication skills	√	
Able to communicate effectively and clearly with a range of staff, children, young people, their families and carers.	√	
Ability to use ICT in particular Microsoft office applications		√
Good understanding of child development and learning processes.		√
The ability and confidence to apply the school's Rewards and Behaviour Policy in an appropriate way	√	
Personal Qualities		
The ability to work successfully in a team	√	
A smart and business like personal appearance conforming to the school dress code	√	
Excellent interpersonal skills	√	
The ability to ensure a sensible work life balance	√	
A sense of humour, flexibility and proportion to approach the post in a well-balanced way	√	
Other Requirements		
To be committed to the school's policies and ethos	√	
To be committed to Continuing Professional Development	√	
Motivation to work with children and young people.	√	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√	
Emotional resilience in working with challenging behaviour and attitudes to authority and maintaining discipline.	√	
To assist in ensuring that Dallam School's equalities policies are considered within the school's working practices	√	
Confidentiality	√	
Safeguarding		
All the requirements of Dallam's safer recruitment procedures	√	

How to apply

We strongly encourage you to visit the school before you apply for the post.

If you would like to discuss the position with the Headteacher, Mr Steven Henneberry, please contact him by email: s.henneberry@dallamschool.co.uk

If you decide to apply for the post, please note the following important information:

Please read the Guidance Notes carefully before completing the Application Form and ensure that you fill in all sections. Please contact the school if you require the application form in an alternative format.

Along with the Application Form, please write a covering letter of no more than two sides. Please include the following;

- A statement about why you are applying for this particular post
- An outline of relative experience
- How your personal and professional qualities make you suitable for the role

Closing date: Tuesday 21st April 2026 at 12pm

We will try to contact all applicants selected for the interview process by telephone initially. This will be followed up by a formal invitation and further information about the process the following day. We will contact all applicants, even if where the application was unsuccessful.

The interview process: week commencing 27th April 2026

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with the recruitment process. Once this process is complete, the data relating to unsuccessful candidates will be stored for a maximum of 6 months and then destroyed. If you are successful, your application form will be retained and form the basis of your personnel record. We will also undertake online searches in accordance with our responsibilities under keeping children safe in education. An enhanced check with the disclosure and barring service will be undertaken for this post.

If you require further information or wish to discuss any issues, please do feel free to get in touch with Sharne Morgan, Finance and HR Officer, as a first contact –

015395 65168, s.morgan@dallamschool.co.uk

For further information, please visit:

www.dallamschool.co.uk

www.southlakesfederation.co.uk

