DEDICATED PUPIL SUPPORT

CANDIDATE INFORMATION

King's Hawford

INDEPENDENT CO-ED DAY SCHOOL FOR AGES 2-11



Welcome

Thank you for your interest in the role of Dedicated Pupil Support at King's Hawford Prep School.

I am so pleased that you have expressed an interest in the Dedicated Pupil Support role at King's Hawford. I have the enormous privilege of being the Head at King's Hawford and can testify to the warmth of welcome you will receive.

This is a busy, exciting and joyful community of which to be a part. Our staff are creative in their approach and encourage every child to embrace academic challenge, and perform outside of their comfort zone by dancing, singing and performing. Learning a new language or a musical instrument and exploring the great outdoors are woven into the fabric of everyday life here.

Teaching and learning are structured to encourage all children to build skills such as collaboration, resilience and independent thinking, which will enable them to achieve success in the future; furthermore, our co-curricular approach builds character; this journey begins in our Kindergarten.

We are looking for a Dedicated Pupil Support to join our team on a full time, fixed term basis. This post would suit someone who is patient, calm natured and compassionate, is a team player and keen to become a valued member of our happy school.

We look forward to hearing from you.



Tom Butt
Head
King's Hawford Prep School

Job description

The Dedicated Pupil Support will work with a Year 2 pupil who requires 1:1 support.

Main purpose of the role

To assist in promoting the learning, personal development and safety of the pupil to whom you are assigned to enable them to make best use of the educational opportunities available to them.

To work under the instruction/guidance of the SENCO and Senior Leaders to undertake work, care and support programmes, to enable access to learning for the pupil in accordance with the needs set out in the EHCP. Work may be carried out inside or outside of the classroom.



Support for the pupil

- Supervise and provide support for the individual pupil, ensuring their safety and access to learning activities.
- Establish a constructive relationship with the pupil and interact with them according to individual needs.
- Under the direction of the class teacher and using specialist knowledge or experience, support the pupil's learning, using strategies appropriate to the needs of the pupil, and provide adapted resources as required e.g. reinforcing the teacher's instructions in a multi-sensory format; setting up personalised schedules and work systems.
- Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
- Support the pupil to access the wider curriculum.
- Follow the targets set out in the Educational Health Care Plan (EHCP) and attend and contribute to the Annual Review process.
- Utilise strategies and approaches to support the pupil to engage with learning and to communicate effectively.
- Encourage the pupil to interact with others and engage in activities led by the teacher.
- Provide feedback to the pupil in relation to progress and achievement under guidance of the teacher.
- Promote the inclusion and acceptance of all pupils.
- Assist in the development and implementation of any intervention programmes.
- Assist in the implementation of specific targets for the pupil and help monitor their progress and provide feedback to teachers.
- Support the pupil in developing social skills both in and out of the classroom, using initiative to develop and implement actions that will promote the integration of the pupil with their peers.
- Support and supervise the pupil at lunch and break times and encourage safe play.
- Undertake any professional development or training as may be considered necessary to the role.
- Liaise with the pupil's parents under the direction of the Form Tutor and Head/SENCO.

Job description

Administrative duties

- Supervise the pupil in outdoor play activities.
- Assist the pupil in attending school events.
- Attend relevant team and staff meetings.
- Attend INSET days.
- Work in collaboration with the SENCO to produce termly Individualised Target Plans for the pupil.

Pastoral care

- Supervise the pupil at mid-morning break and lunch-time break, plus in the dining hall whilst eating.
- Supervise the pupil's individual changing and dressing arrangements for P.E. and swimming.
- Assist with the pupil's lesson transitions and general movement around the school, plus support and remind about comfort breaks.
- Be proactive in matters relating to health and safety, safeguarding and child protection.

Supporting duties

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Professionally contribute to the overall ethos, work, aims and vision of the School.
- Appreciate and support the role of other professionals.
- Liaise, advise and consult with other members of the school team and professionals from outside agencies, supporting children when asked to do so.
- Participate in training and other learning activities and performance development as required.
- Accompany teaching staff and the pupil on visits, trips and out of school activities as required and take responsibility for the individual pupil under the supervision of the teacher.
- Undertake professional duties that may be reasonably assigned by the Headteacher.

Hours of work

This is a full-time position (flexibility will be required), term time only. The role is fixed term for the duration of the approved funding whilst the pupil is enrolled at King's Hawford.

Start date: As soon as possible, following successful completion of pre-employment checks.



Person Specification

It is expected that the Dedicated Pupil Support will demonstrate a range of qualities, skills and experience, as outlined below.

KNOWLEDGE AND SKILLS REQUIRED
An ability to facilitate an individualised curriculum with a flexible approach to meeting specific learning needs.
Support the aims and ethos of the School and the King's Foundation.
Be an active and willing member of the School and classroom team.
Take responsibility for the delivery of specific tasks to assist the child with learning needs.
Demonstrate excellent numeracy, literacy and communication skills.
Use IT effectively to support learning; using specific SEN software to build resources.
Set a good example in terms of dress, punctuality and attendance.
Take a positive approach to working with children and the ability to motivate, inspire and build rapport.
Have a strong regard for children's safety and well-being, proactively demostrating an understanding of the importance of safeguarding processes and procedures.
Respect diversity.
Demonstrate excellent team working and interpersonal skills.
Deal with sensitive information in a confidential manner.
Offer creative ability.
Work calmly and with patience.
Take a flexible approach to work and have a 'can do' attitude.
Empathise with children facing barriers to their learning.
Form and maintain appropriate professional relationships and boundaries with pupils, teachers, parents and other colleagues.
Demonstrate excellent organisational and time management skills.
Promote a professional attitude to work.
Keep up to date with educational policy and training relating to the role.

QUALIFICATIONS REQUIRED
A recognised Teaching Assistant qualification and demonstrable experience.



Safeguarding Responsibilities at King's Worcester

The King's Foundation is committed to safeguarding and meeting the needs of all children.

What is safeguarding?
Safeguarding and promoting the welfare of children is defined as:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether that is within or outside the home, including online
- Preventing the impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes.

(Definition from *Keeping Children Safe in Education, 2026)*

Our commitment to safeguarding
The King's School, Worcester ensures that safeguarding is given the highest priority and actively promotes the well-being of pupils. Safeguarding and child protection are at the forefront of, and underpin all relevant aspects of, process and policy development.

The Foundation's safeguarding culture supports good practice and enables issues to be addressed promptly and appropriately in the best interests of the children.

Safeguarding culture at King's

As we strive to maintain an open culture of safeguarding across the King's Foundation, we:

- Train our staff in safeguarding
- Work in partnership with King's families
- Liaise with external support agencies
- Follow the four Rs: Recognise, Record, Report, Refer
- Prioritise early intervention
- Listen to pupils
- Encourage professional curiosity
- Create a team around the child.

Responsibilities of the successful candidate

Staff are advised to maintain an attitude of "it could be happening here and probably is" as far as safeguarding is concerned and should always act in the best interest of the child.

All staff must:

- Actively promote and safeguard the welfare of all pupils
- Have proper regard for the Foundation's Safeguarding Policy and related procedures
- Report any concerns in a timely manner
- Attend annual safeguarding training.



Application Process

In order to provide our pupils with a well-rounded and enriched educational experience which is truly representative of the world in which they grow up, the King's Foundation strives to place equity, diversity and inclusion at the heart of everything we do, ensuring that we build a community which is truly representative of all backgrounds and experiences. We believe that we will do that best if our employees come from different backgrounds and if we create an environment of inclusion and belonging for them.

All applications will be acknowledged and all applicants will be notified as to whether or not they have been invited to an interview.

Successful applicants will be advised of the date and time of the interview. References will be requested and candidates should be aware that referees will be asked to comment on a candidate's disciplinary record and whether or not the candidate has been subject to any child protection concerns. Proof of identity will be required at interview.

Candidates unsuccessful at interview will receive written notification.

The King's Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo appropriate safeguarding and child protection screening, including enhanced Disclosure and Barring Service (DBS) checks, verification of references and employment history, checks with previous employers, and an online search prior to the appointment being confirmed. Shortlisted candidates will also be required to complete a self-declaration regarding any criminal record or other information that may affect their suitability to work with children. Details of the Foundation's policies on safeguarding and promoting the welfare of children, as well as our equal opportunities policy, are available on request.

How to apply

Candidates should complete a downloadable application form which can be found on the Current Vacancies page of our website at www.ksw.org.uk/careers and should then be emailed to recruitment@ksw.org.uk

Please submit any queries regarding the role to the HR team at recruitment@ksw.org.uk

Closing date for applications: **9am Friday 11th December 2026**

We reserve the right to interview suitable candidates and appoint to the role before the closing date, therefore early applications are encouraged.

Please visit the Vacancies page of the School website www.ksw.org.uk/careers to find out more about the benefits of working at King's and to hear why our staff love being a member of the Foundation community.



The King's School, Worcester

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The King's School, Worcester: A company limited by guarantee, registered in England.
Registered office: 5 College Green, Worcester WR1 2LL. Company No: 4776324. Registered charity No: 1098236.

The information, terms and conditions set out in this prospectus and all occasional papers may be amended from time to time, and their provisions, subject toany such amendments, shall continue to apply for the whole period during which a boy or girl continues to attend the School, irrespective of his or her age.