



Job description: Disability Support Assistant

Dovecote school is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Job details

Job Title	Disability Support Assistant (Access to Work Funded Role)
Hours	30 hours per week (1pm-6pm Monday – Friday)
Working Weeks	TTO
Salary	Dependent on Experience (Fixed Term 12 month contract, subject to renewal of Access to Work Funding)
Responsible to	Class Teacher
Responsible for	NA
Purpose of Job	To provide dedicated workplace support for a teacher with a visual impairment, ensuring they can carry out their role effectively and independently. The Disability Support Assistant will help implement reasonable adjustments funded through the Access to Work scheme, promoting inclusion, accessibility, and equal participation within the school environment.

DOVECOTE SCHOOL VISION

1. We strive to equip all students with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals.
2. The learning process is active.
3. The learning community is underpinned by environmentally sustainable values and practices.
4. Student voice is empowered through a strong emphasis on developing individual communication strategies.
5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and

stimulating environment, whilst promoting well-being for all and building confidence for the future	
WE VALUE	WE AIM TO
LEARNING	Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers.
INCLUSION	Offer a broad, balanced curriculum that is relevant and accessible for all children
ACHIEVEMENT	Celebrate the achievements and successes of each individual
COMMUNICATION	Ensure everyone has a voice and their contribution is valued
RESPONSIBILITY	Secure the accountability of all through distributive leadership, rigorous monitoring and evaluation
REFLECTION	Improve future performance through the continuous evaluation of our practice
CREATIVITY	Think outside the box and try new ideas to continuously raise standards
COMMUNITY	Foster positive working relationships with parents/carers, multi-agency professionals and the local community
ENVIRONMENT	Protecting our future and our planet
DIVERSITY	Promote tolerance and respect for individual differences, abilities, needs and beliefs
WELL-BEING	Create a safe, caring environment in which everyone is healthy, happy, and ready to learn
TRANSITION	Equip children and families with the knowledge, skills, independence, and resilience to face future challenges

AIMS AND OBJECTIVES

Dovecote School is seeking a compassionate and highly organised Disability Support Assistant to provide workplace assistance for a teacher who has a visual impairment. This role is funded through the Access to Work scheme and is designed to support reasonable adjustments that enable full participation and independence at work. You will work closely with the member of staff to support with inputting, reporting, and managing information across the school's cloud-based systems, ensuring tasks can be completed accurately, efficiently, and confidentially. This is a rewarding and unique opportunity to make a genuine difference within a values-driven, inclusive school community

Key Responsibilities

- Provide day-to-day workplace support for a teacher with a visual impairment, enabling full access to digital, administrative, and reporting systems.
- Assist with data inputting, reporting, document management, and communication using various cloud-based and online systems (e.g. Microsoft 365, Google Workspace, and school MIS platforms).
- Support lesson preparation, communication, and the use of school IT systems in line with GDPR and safeguarding standards.
- Maintain confidentiality and uphold all school and data protection policies.
- Work collaboratively with the wider school team, providing flexibility and support where needed.
- Contribute to a positive, inclusive, and respectful working environment that reflects the ethos of Dovecote School.

Person Specification

Essential Skills & Qualities

- Confident and experienced using a range of IT systems, including online and cloud-based applications.
- Excellent organisational skills, with strong attention to detail.
- Ability to communicate clearly and professionally with colleagues, students, and external partners.
- Knowledge and understanding of safeguarding and confidentiality in a school setting.
- Reliable, discreet, and able to work independently as well as part of a team.
- A positive, patient, and empathetic approach, with a commitment to inclusion and equality.
- Experience of working with or understanding the needs of students and staff within SEN, SEMH, Autism (ASC), and complex needs environments.
- Must hold a full UK driving licence and have access to a vehicle for work-related travel if required.

Desirable Skills & Experience

- Previous experience working in an educational or SEND setting.
- Understanding of the Access to Work scheme and reasonable adjustments in the workplace.

- Experience in data management, administration, or technical support roles.
- Familiarity with school safeguarding systems, record-keeping, and reporting procedures.
- Willingness to undertake training related to both IT systems and inclusive practice.

Why Join Dovecote School?

At Dovecote School, we are deeply committed to inclusion, accessibility, and wellbeing for all students and staff. You'll join a supportive, forward-thinking team that values creativity, respect, and collaboration. Every role within our school makes a difference — this position is an opportunity to directly help a colleague succeed and contribute to our shared mission.

Contract & Funding

This role is funded through the Access to Work scheme. The position is offered on a fixed-term basis for 12 months initially, with continuation subject to the renewal of funding.