



Teaching Assistant



*Candidate Pack*

*Full-time 8:30am – 3:30pm or Part-time 8.30am – 1.30pm Monday to Friday.*

*Term Time only plus 5 training days*

Bishop Chavasse Primary School

Tonbridge

Kent

TN11 0FB



For further information, or to arrange an informal conversation about this post please contact: Sacha Strand, Executive Headteacher at [Recruitment@bishopchavasseschool.org.uk](mailto:Recruitment@bishopchavasseschool.org.uk) or telephone: 01732 676040

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**Welcome from the Tenax Schools Trust Chief Executive, Ian Bauckham**

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at Bishop Chavasse Church of England Primary School, a new 2FE primary free school which opened in September 2017 in South Tonbridge, as part of the Tenax Schools Trust.

Joining a brand-new school, with the wealth of development opportunities the wider Trust and our Teaching Alliance provide, creates career development opportunities that may not be readily available in established schools, making this post ideal for an ambitious candidate.

The Trust I lead has a vision for Bishop Chavasse Church of England Primary School to be at the forefront of developing new approaches to learning, embedding the ‘mastery’ approach to primary phase teaching and learning and securing the very best outcomes for pupils. To do this, we will need a committed, enthusiastic and inspiring teaching team, surrounded by dedicated support staff working closely together. Achieving the vision we have for Bishop Chavasse will require hard work, and a creative, can-do attitude, to continue to build and maintain our reputation within the community we serve.

Our vision is to create an outstanding Church of England primary school at the heart of local community where all pupils, regardless of background, are offered a taught curriculum from the start which enables them to master the knowledge and skills they need to achieve their full educational and personal potential.

The school is supported by our Local Governing Body, and in turn by a dynamic and enterprising Trust which is underpinned by a strong Christian character and ethos and is a formidable local driver of school improvement. Our Trust delivers high standards through a strong belief in the ‘open mind-set’ approach that insists that all children and young people can excel irrespective of their starting points.

Furthermore, Bishop Chavasse benefits from being part of a wider Teaching School Alliance, Altius, covering West Kent and East Sussex. This cross-phase alliance has a strong primary membership and is jointly led by two designated Teaching Schools, one of which is Bennett Memorial, the founder member of the Tenax Schools Trust. These partnerships enhance the quality and range of staff development available to Bishop Chavasse staff. Finally, as a Church of England school, Bishop Chavasse is linked with St Stephen’s Church and other local churches in Tonbridge and accesses the excellent support provided by the Rochester Diocesan Board of Education.

We look forward to receiving your completed application form in due course.

Yours faithfully

Ian Bauckham

CEO, Tenax Schools Trust

Dear Applicant

Thank you for considering developing your career at Bishop Chavasse. Being a part of a growing team so early in a school’s creation is a rare opportunity for a Teaching Assistant, and I hope that after reading the enclosed information, your excitement and enthusiasm for joining a school at such an exciting time will match my own.

Our dedicated and caring team has a wide range of experience, with some early in their careers and others able to mentor and support less experienced staff. Our Church of England primary school is at the heart of local community, where all pupils regardless of background, are taught a mastery curriculum which enables them to develop the knowledge and skills they need to achieve their full educational and personal potential. A school at the forefront of developing new approaches to teaching and learning.

It is our passion to develop the whole child in a safe, Christian environment and through our inspirational, knowledge-rich curriculum, we enthuse and challenge, allowing every child's potential to be realised; as highlighted by our school vision. At Bishop Chavasse School we focus on Christ’s teachings to shape us as a Church of England School: “In Jesus you too are being built together to become a dwelling in which God lives by his Spirit.” Ephesians Ch2 v22

We are seeking an energetic, enthusiastic and passionate person who understands the power of working within a team and who, from the beginning, will feel ready to add something to our Bishop Chavasse Family. An enthusiasm for self-efficacy, learning, self-development through research and for initiating engaging learning experiences are essential.

Please visit our website to gain further insight into our school.[www.bishopchavasseschool.org.uk](http://www.bishopchavasseschool.org.uk)

Wewelcome applications from those who share our determination to inspire young people as lifelong learners, and who believe, we, as educators are instrumental in facilitating children to aim high and achieve their full potential, in every aspect.

If you would like to arrange a visit or telephone call ahead of submitting your application please contact the school office on 01732 676040 or email [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk)

I look forward to receiving your ***completed application by mid-night Sunday 22nd May 2022. Shortlisted candidates will be invited to an interview week beginning 6th June 2022.***

I look forward to receiving your completed application.

Kind regards



Sacha Strand, Executive Headteacher

# The Tenax Schools Trust - Who we are and what we stand for

Tenax Schools Trust is a Church of England multi-academy trust (MAT) that exists to provide outstanding education in both primary and secondary schools in Kent and East Sussex. Alongside Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools, the Trust will also include schools with no denominational ethos. While our Church of England schools place particular emphasis on teaching children and young people about Christian values, beliefs and traditions all of our schools subscribe to our underpinning educational, ethical and personal development principles. We value diversity and will preserve the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

* We believe in the value and potential of every child and young person.
* We are committed to high standards of achievement and embrace a positive mind set approach that insists all students can make exceptional progress.
* We will deliver high quality teaching with a focus on achieving mastery of subjects from phonics through to the skills needed to play a musical instrument well.
* We value our staff because exceptional learning requires exceptional teachers. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice
* We will provide rich additional opportunities for all to build character and develop children and young people’s moral, social and cultural awareness.

The name ‘Tenax’ is the Latin word for ‘tenacious’ or ‘steadfast’. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

**Partnership & Wider Contribution**

Tenax Schools Trust aims to offer schools wide opportunities for mutual support and partnership, in particular through the practical sharing of leadership, educational and pedagogical expertise, resources and joint professional development.

The Trust supports its local governing bodies in their important role of working with the Headteacher of each school to ensure high standards are maintained. Local governing bodies have a central role to play in preserving the identity of each school and building and maintaining strong links to the community it serves.

In its operation across Kent and East Sussex, Tenax Schools Trust has a close working relationship with both the Diocese of Rochester and the Diocese of Chichester. Likewise, The Trust collaborates with the local authorities of Kent and East Sussex in providing excellent educational opportunities for local children and young people.

**Bishop Chavasse Primary School Teaching Assistant Role Description**

**Post Held:**  Teaching Assistant

**Responsible to**: Headteacher & SENCO

**Liaises with:** Class teacher, SENCO and Headteacher

**Grade:** Kent Range 3

**Hours:** Full-time 8:30am – 3:30pm or Part-time 8.30am – 1.30pm daily Monday - Friday

**Main purpose of job:**

To undertake education support for individual pupils to enable them to access the curriculum and learning available in school. Ensure appropriate support is provided to address individual needs and this enables the teacher to implement the curriculum and respond to the pupils’ needs. To maintain complete confidentiality on all school matters. To work with the SEN team to ensure individual pupils make progress alongside their peers (this may be at a different level).

**Duties and Responsibilities**

**Support for pupils:**

1. Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour
2. Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to
3. To aid pupils to learn as effectively as possible both in group situations and on their own.
4. To establish supportive relationships, supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
5. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:

• clarifying and explaining instructions

• ensuring the child is able to use equipment and materials provided

• assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation

• helping children to concentrate on and finish work set

• meeting physical needs as required whilst encouraging independence

• assisting with the development and implementation of Individual Education/Behaviour Plans and Personal and Intimate Care programmes, as per the Bishop Chavasse School intimate care policy.

• developing appropriate resources to support the children

• providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.

4. To establish a constructive relationship with the pupils and interact with them according to individual needs

5. To promote the inclusion and acceptance of all children

6. To set challenging and demanding expectations and promote self-esteem and independence

7. To provide the necessary pastoral care to enable children to feel secure and happy

8. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

**Support for teachers:**

1. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils

2. Monitor pupil’s responses to learning activities and accurately record achievement as directed

3. Provide detailed and regular feedback about the children to the teacher

4. Contribute to the maintenance of children’s progress records

5. Participate in the evaluation of the support programme

6. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour

7. Establish constructive relationships with parents/carers

8. Administer routine tests and undertake routine marking of children’s work

9. Support class teachers in photocopying and other tasks in order to support teaching Support for the

**Curriculum**:

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses

2. Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher

3. Support the use of ICT in learning activities and develop pupils’ competence and independence in its use

4. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum

**Support for the school:**

1. Understand and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop

3. Contribute to the overall ethos/work/aims of the school

4. Appreciate and support the roles of other professionals

5. Attend and participate in relevant meetings as required

6. Where appropriate develop a relationship to foster links between home and school;

7. Liaise, advise and consult with other members of the team supporting the children as appropriate

8. Contribute to reviews of children’s progress as appropriate

9. Set a good example in terms of dress, punctuality and attendance

10. Prepare and present displays of children’s work as required

11. Undertake other duties from time to time as required by the Headteacher

***This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.***

**Bishop Chavasse C of E Primary School Person Specification**

**Teaching Assistant**

**Accountable to: Headteacher & SENCO**

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| --- | --- | --- |
| **Criteria** | | |
|  | Essential | Desirable |
| Appropriate qualifications, knowledge and skills to GCSE or O Level | Y |  |
| NVQ Level 3 for Teaching Assistants or equivalent qualification or willingness to work towards a relevant qualification |  | Y |
| Willingness to undertake additional training as part of their professional development e.g. the DfES Teacher Assistant Induction Programme | Y |  |
| Good literacy, maths and communication skills- good interpersonal skills | **Y** |  |
| Have necessary skills to manage and supervise a small group activities safely and be able to use a range of strategies to deal with pupil behaviour. | **Y** |  |
| Other relevant qualifications- e.g. first aid, paediatric first aid, safeguarding, |  | **Y** |
| Current or recent experience of working with primary aged pupils in an education setting |  | **Y** |
| Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils’ progress, giving feedback as required. |  | **Y** |
| Working knowledge of relevant policies and codes of practice- e.g. Keeping Children Safe in Education, Safeguarding, health and safety, security, equal opportunities and confidentiality |  | **Y** |
| Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. | **Y** |  |
| An enjoyment of learning, both that of others and your own | **Y** |  |
| Ability to be pro-active about challenge and change | **Y** |  |
| Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their Ability to use own initiative Personal resilience | **Y** |  |
| Ability to use ICT to support learning |  | **Y** |
| Personal resilience | **Y** |  |

**Guidance Notes for Applicants**

# Applications

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Please send your completed application form and supporting letter to [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk) or to Recruitment, Bishop Chavasse School, 2A Baker Lane, Tonbridge, Kent TN11 0FB.

We encourage you to visit or arrange a telephone call at our school before you apply. Any applicants who would appreciate an **informal discussion** with Sacha Strand, Executive Headteacher, about the post should email the school office to book a mutually convenient time for a school tour or conversation. Their contact details are: [recruitment@bishopchavasseschool.org.uk](mailto:recruitment@bishopchavasseschool.org.uk) or telephone 01732 676040.

We look forward to receiving your completed application form.

**Start date**

This post is offered to start as soon as possible.

# Position

# This is a permanent position.

# Application Form

It is imperative that the application form is completed in full and where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

# Supporting Statement

The application form asks for a statement in support of your application.

The selection panel will look to see how well you have focused your application on the school and the Trust’s overarching vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of a brand-new school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

# Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant’s suitability to work with children. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

# Qualifications

If you are invited to interview you will be asked to bring documentary evidence of your relevant qualifications (excluding GCSE, “O” and “A” levels).

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications or SEN qualifications, please bring copies of these certificates to the interview for checking.

# Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust’s Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

# Childcare Disqualification Regulations 2009

Teachers working regularly with pupils in Year R are covered by the Childcare Disqualification Regulations 2009.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

# Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

* a full British passport (current or expired) or national identity card issued by a state which is party to the

Europe Economic Agreement or other passport stating your eligibility to work in the UK.

* a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another

Government Department. (A document showing a temporary NI number would not be satisfactory.)