



# TheNorth school



## Teaching Assistant Recruitment Information Pack



*Putting Achievement First*

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# RECRUITMENT INFORMATION PACK

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Dear Applicant

Thank you for showing an interest in the post of Teaching Assistant at The North School.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2021 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team.

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting our excellent student support team. As a key member of the team you will keep abreast of developments in your areas and think creatively and constructively to ensure students, staff and visitors receive the highest standard of support.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely

A handwritten signature in black ink that reads 'Anna Lawrence'.

**Mrs Anna Lawrence**  
Headteacher



Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with students from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify students' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support. We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students. We look forward to receiving your application.

Yours sincerely,

Jon Whitcombe  
Chief Executive Officer

## INTRODUCTION

At The North School we value both the pastoral care of our students and the pursuit of academic success. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world into which they are growing.

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.



## SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- **Challenge:** Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- **Respect:** The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- **Resilience:** We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- **Community:** We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- We learn together, we celebrate together and we support each other through challenges.
- **Leadership:** The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.



## THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post, your qualified teacher status will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to [recruitment@thenorthschool.org.uk](mailto:recruitment@thenorthschool.org.uk) or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Please see recruitment site for closing date for the receipt of applications.

Shortlisting will take place with two working days of the closing date and interviews will be confirmed shortly after. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within four weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.



## Job Description

**Job Title:** Teaching Assistant  
**Grade:** SAT 3  
**Responsible to:** SENDCo

### **Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to students and staff under the direction, guidance and direct supervision of the classroom teacher.

*Note on the use of this job description:*

*This JD may also be used for Teaching Assistants providing 1:1 support to a designated pupil.*

### **Main duties and responsibilities (Accountabilities):**

- Work with individuals or small groups of students in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support students to understand instructions support independent learning and inclusion of all students.
- Support the teacher in behaviour management and keeping students on task.
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of students work and contribute to maintaining a safe environment.

### **Teaching Assistants in this role may also undertake some or all of the following:**

- Record basic student data.
- Assist with break-time supervision.
- Assist with escorting students on educational visits.
- Support students in using basic ICT.
- Invigilate exams and tests.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.



## Person Specification

**Job Title:** Teaching Assistant

**Grade:** SAT 3

**Responsible to:** SENDCo

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 1 or 2 diploma (or equivalent) in Learning Support</li> <li>• English, Maths and Science GCSE (or equivalent) grade C or above, or significant relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of other TA related qualifications and / or training courses.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children in a similar environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in supporting those with specific learning difficulties.</li> <li>• Experience of supporting students with medical needs.</li> </ul>
<b>Skills, abilities and knowledge</b>	<ul style="list-style-type: none"> <li>• Proven ability to communicate effectively both orally and in writing.</li> <li>• A willingness to learn.</li> <li>• Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the needs of SEND students.</li> <li>• Experience of reading and scribing for students.</li> <li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Team player.</li> <li>• Initiative.</li> <li>• Commitment to the role.</li> <li>• Positive approach and flexibility.</li> <li>• Commitment to CPD.</li> </ul>	

