



**South Borough  
Primary School**

**Higher Level Teaching Assistant  
INFORMATION**



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## **South Borough Primary School**

Dear Applicant,

On behalf of the children, staff and Governors of the school, we would like to thank you for showing an interest in joining our South Borough community.

South Borough Primary School is located near to the town centre of Maidstone. Our school has been gradually expanding during recent years and reached a capacity of at least 2 classes in each year group in September 2021. We are lucky to welcome families from a diverse range of backgrounds and cultures and work hard to ensure that our provision evolves all the time, to meet the needs of this community.

At the heart of all that we do are our core values of Support, Bravery, Perseverance and Self-Reflection. These values are woven into all aspects of school life and are consistently role modelled by adults. Children are encouraged to see mistakes as learning opportunities. We follow a Restorative Approach to manage behaviour and deal with conflict. This approach focuses on developing positive relationships within the school and creates a safe, secure environment which enables children to reflect on the harm caused and consider what they could do differently next time.

The school's curriculum vision is to provide excellence, enjoyment and inspiration in all areas of learning. The school's local curriculum is boundless and provides a cutting-edge and highly relevant education for its pupils. Our aim is to raise aspirations and increase life chances of all pupils whilst developing tolerance and appreciation for the diversity of our community. Children are empowered to express themselves in a variety of ways and contexts and encouraged to think 'outside the box'. Emphasis is placed on physical, social and emotional health to ensure an active body and healthy mind.

In January 2018, we received a long awaited visit from Ofsted who judged the school to be good in every area. The inspectors celebrated the exemplary support that is given to disadvantaged pupils and those with SEN; the courteous and polite manner in which pupils conduct themselves and our successful curriculum which leads pupils to make good progress in all areas of their learning.

Working at South Borough would give you an opportunity to work for a school that is committed to the development of staff in every step of their career. We have a bespoke program of induction for staff at all levels and have trust wide support to develop future leaders. Being part of Swale Academies Trust means that we link closely with other schools, which provides excellent opportunities for professional development.



## South Borough Primary School

The wellbeing of staff and pupils is at the forefront of everything we do. In June 2021, we were successful in achieving The Wellbeing Award for Schools, which is a national standard for positive mental health and emotional wellbeing. We value hugely the contributions that staff at all levels make to the outcomes of pupils and consider staff wellbeing a top priority in all decisions we make. We believe in consulting, having an open door policy and carefully monitoring staff workload to ensure that our team can be as happy and effective as possible.

If you would like further information about the school, please visit our website ([www.southboroughprimary.org.uk](http://www.southboroughprimary.org.uk)), our Twitter page or give us a call on 01622 752161.

Sincerely

**Yours sincerely,**

**Mr M Currie**  
**Head of School**

**Mrs J Olivier**  
**Executive Headteacher**

# WELCOME

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 pupils 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 pupils' 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.

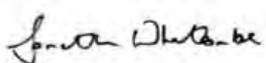
Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared

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

# JOB DESCRIPTION



**Job Title:** Higher Level Teaching Assistant

**Salary:** SAT 6

**Responsible to:** SENCo

## **Purpose of the Job:**

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher

## **Key duties and responsibilities:**

- Plan, prepare and deliver specific learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

Teaching Assistants at this level are expected to undertake at least one of the following:

- Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
- Provide specialist support to pupils where English is not their first language.
- Provide specialist support to gifted and talented pupils.
- Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).



# JOB DESCRIPTION



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

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
- Contribute to the development of policies and procedures.
- Provide short- term cover supervision of classes.
- Supervise or manage the work and development of other classroom support staff.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Liaise with external agencies on a regular basis.
- Provide pastoral care to pupils for example as head of year or tutor group.
- Be responsible for pupils who are not working to the normal timetable.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Invigilate exams and tests.
- Be responsible for the presentation of displays.

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

# PERSON SPECIFICATION



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	English, Maths and Science GCSE (or equivalent) grade C or above, or significant relevant experience.	E
	Level 1 or 2 diploma (or equivalent) in Learning Support or significant experience.	E
	Evidence of other TA related qualifications.	D
Experience	Experience of working with children in a similar environment	E
	Experience of supporting pupils with medical needs.	D
	Experience in supporting those with specific learning difficulties	D
Skills, Abilities and Knowledge	Proven ability to communicate effectively both orally and in writing.	E
	A willingness to learn.	E
	Experience in Phonics.	D
	An understanding of the needs of SEND pupils	D
	Experience of reading and scribing for pupils	D
	Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	D

*To investigate shadows.*

*aterial*

*Can I see*

*Does light*

*Opaque*

*Translucent*

# OVERVIEW

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## **Swale Academies Trust – Schools**

### **Primary**

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### **Secondary**

- Meopham Secondary School, Meopham
- Peacehaven Community School, Eastbourne
- The Eastbourne Academy, Eastbourne
- The Sittingbourne School, Sittingbourne
- The North School, Ashford
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

### **Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne**

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Deborah Reardon  
South Borough Primary School  
Stagshaw Close  
Postley Road  
Maidstone  
Kent  
ME15 6TL

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past

## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST  
ASHDOWN HOUSE  
JOHNSON ROAD  
SITTINGBOURNE, KENT  
ME10 1JS

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