



TheNorth
school

**Higher Level
Teaching Assistant**
INFORMATION



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Dear Applicant

Thank you for showing an interest in the post of Higher Level Teaching Assistant within our SEN department 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 2022 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.

The successful applicant will be adaptable, efficient, able to work on their own initiative, have the ability to work methodically with accuracy and attention to detail, be able to understand the full range of duties associated with the role and possess a confident, friendly manner.

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

MRS CLAIR ELLERBY
Headteacher



JOB DESCRIPTION



Purpose of the Job:

To work with teachers to organise and support teaching and learning activities for classes within our SEND Centre. The primary focus is to undertake specified work with individuals and small groups under the direction and supervisor of the SENCO or qualified teacher.

Key Accountabilities

- Plan, prepare and deliver specified learning activities to individuals and small groups, modifying and adapting activities as necessary under the direction and supervision of a qualified teacher or SENCO.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about students 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 students and use knowledge and specialist skills to support students' learning.
- Support students in social and emotional well-being, reporting problems to the teacher as appropriate.
- Complete relevant review paperwork for those students with a K code.
- Support the role of parents / carers in students' learning and contribute to support sessions and meetings with parents / carers to provide constructive feedback on student progress /achievement etc.
- Contribute to the development of policies and procedures.
- 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.
- Be responsible for students who are not working to the normal timetable.
- Invigilate exams and tests.
- Be responsible for the presentation of displays.
- Record outcomes for interventions and learning on the appropriate documentation.

Other Duties and Responsibilities

In addition all members of the school community are expected to:

- Display a commitment to child protection and safeguarding. Reporting to the Head of School any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting all concerns to the appropriate person.

The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required as directed by the SLT.

PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications	English, maths and science GCSE at grade C or above (or equivalent).	E
	Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist areas; working at or towards professional standards for HLTA.	E
	Evidence of other TA related qualifications and / or training courses.	D
Experience	Successful relevant experience of working with children of relevant age within a learning environment.	E
	Experience of working in school KS3 or above, or in other child related roles.	D
	Experience in supporting those with specific learning difficulties.	D
Skills and Abilities	Developed skills for communicating with individuals groups and whole classes of students to promote learning, including assessing the impact of the communication on recipients and adjusting approached as necessary.	E
Knowledge	Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.	E
	Good understanding of child development with the ability to apply behavior management policies and strategies which contribute to a purposeful learning environment.	E
	Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
	An understanding and knowledge of various needs / types, especially SpLD (dyslexia), SLCN and how to meet those needs.	D
	Additional understanding of safeguarding issues relating to the vulnerability of students with SEN.	D
Personal Qualities	Willingness to learn.	E
	Team player.	E
	Initiative.	E
	Commitment to the role.	E

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. 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.

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.

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 Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- 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 Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

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 employment.

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
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SITTINGBOURNE, KENT
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