



PUTTING PROGRESS FIRST

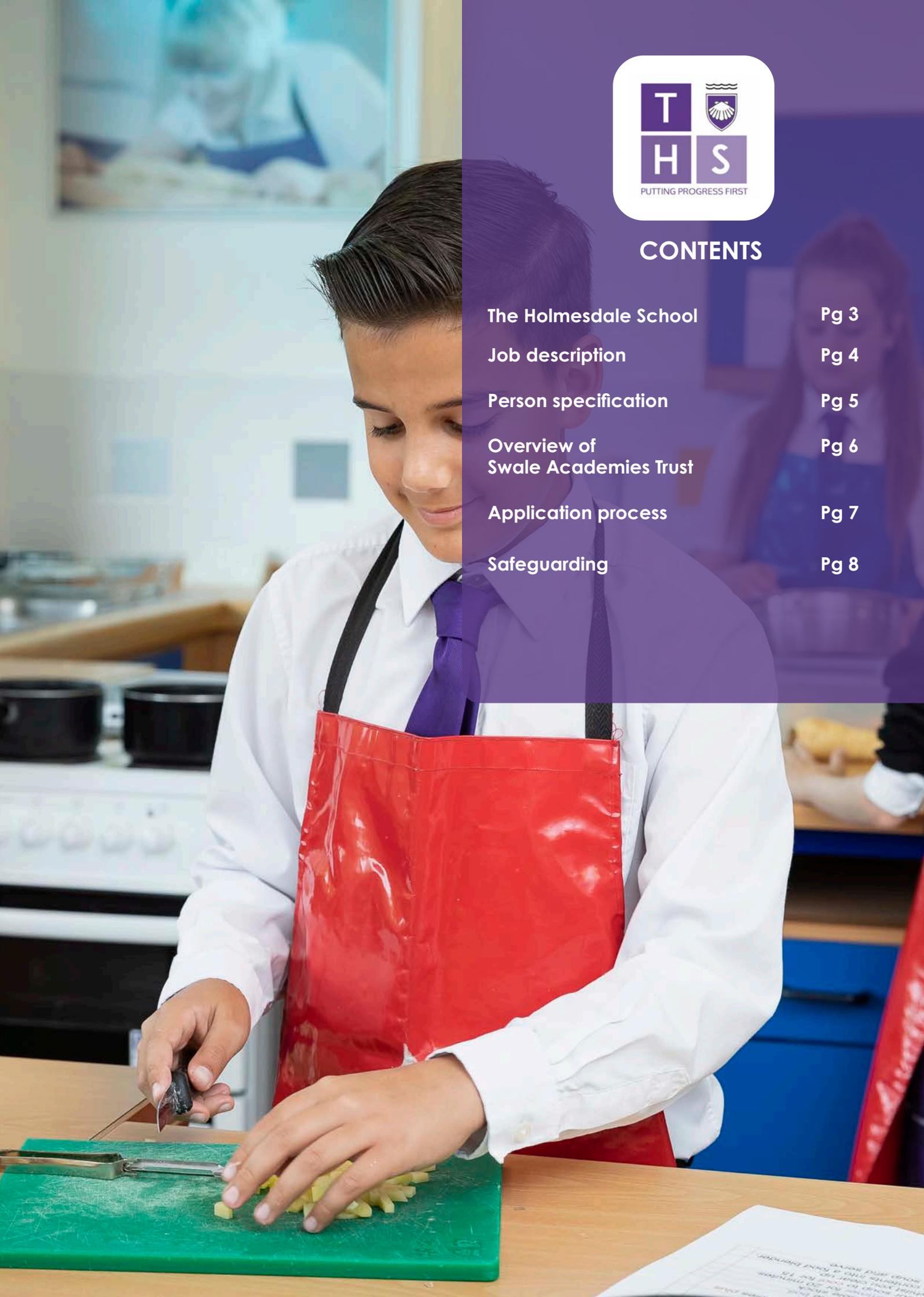
THE  
**HOLMESDALE**  
SCHOOL

**Higher Level  
Teaching Assistant**  
INFORMATION



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Dear Applicant,

Thank you for expressing an interest in the advertised Insert Job Title post. We hope you will take a look at the information enclosed with this letter and, should you wish, visit our school prior to applying.

The Holmesdale School is a successful secondary school where student outcomes show positive progress. Pupils appreciate the ambition that staff show for them and the determination with which they have improved the school and continue to improve the education they receive.

The Holmesdale School is a small school with excellent facilities and a new dynamic leadership team that is already driving up standards. Pupils are keen to learn, come to school regularly and are rarely late. The school has a staff body that are committed to improvement and are keen to welcome new teachers into their team. This school provides an exciting opportunity for teaching professionals to make a significant difference to pupils lives and also to develop their own career.

At The Holmesdale School, we recognise how important it is to offer a consistently good quality educational experience. We are now working with the Swale Academies Trust to continue to improve the progress of pupils. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south-east with a highly effective record in school improvement. Swale Academies Trust consists of a group of fifteen primary and secondary schools based in Kent and East Sussex. We have a very strong track record in leading school improvement and are looking for dynamic people who want to transform children's lives in some of the more challenging educational contexts in the region.

The successful applicants will therefore join a large dynamic organisation that puts learning at the centre of all that we do. At the heart of our desire to improve is a relentless drive to ensure that students make exceptional levels of progress. We therefore seek well-qualified, highly skilled, and enthusiastic leaders, who have the highest of expectations of both themselves, the staff and the students in their classes. We want leaders who enjoy working with a diverse staff and young people of all abilities and differing needs. If you became part of our team, we believe we could offer you a number of benefits. You would become part of something unique and successful and we can offer an exceptional package of professional development, ranging from a Master's Degree, an improving leadership programme, and support for aspiring heads to obtain the NPQH qualification.

We want to appoint teachers of the highest calibre and realise that we also have to offer a substantial remuneration package, including enhancements for working in a challenging context. Finally, should you join us, you will be working alongside Swale Academies Trust. Swale Academies 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 posts are subject to an enhanced DBS check and references.

As a Trust dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

We very much look forward to receiving your application.

Yours faithfully



**Mr Lee Downey**  
**Acting Head of School**

# 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
<b>Qualifications</b>	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
<b>Experience</b>	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
<b>Skills and Abilities</b>	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
<b>Knowledge</b>	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
<b>Personal Qualities</b>	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:

Louise Bates  
The Holmesdale School  
Malling Road  
Snodland  
ME6 5HS

## 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  
ASHDOWN HOUSE  
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SITTINGBOURNE, KENT  
ME10 1JS  
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