



**SHENSTONE  
SCHOOL**

# Teaching Assistant Recruitment Pack





***“Together we engage, thrive and achieve”***

**Executive Head Teacher: Lori Ann Mackey MA (Ed)**

Head of School: Heather Jolly BA (Ed) Hons

Deputy Head Teacher: Leann Bargery BA (Ed) Hons

Deputy Head Teacher: Meena Malhi BA Hons

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Dear Applicant

Thank you for showing an interest in the role of Teaching Assistant at Shenstone School.

We have devised this recruitment pack to show you, with pride, what being a member of the Shenstone School community means. Please take time to read through the literature provided, and we would encourage you to explore the school’s website and arrange a time for a school tour, as detailed on the job advert page.

Our website can be found at [www.shenstone-tkat.org](http://www.shenstone-tkat.org) and contains further information about our Vision and Values, Policies and Procedures, Health and Well-being, Curriculum Offer, School Development Plan, Ofsted report and highlights what makes Shenstone a truly remarkable school.

The school has an ethos of ***“Together we engage, thrive and achieve”***. This is integrated into, and evident in, all we do at Shenstone.

If, after reading through the recruitment pack, you still feel as though Shenstone is the place for you, we would welcome you to apply. To do so, please use the application to showcase your experience and how it reflects both the job description and person specification for the role. We want to hear why you are choosing Shenstone School and what you can bring to this position.

If you require help/support or have questions, please do not hesitate to contact the school office at 01322 524145 or via e-mail at [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org).

Yours faithfully

**Lori Mackey**  
**Executive Head Teacher**

Shenstone School (Crayford Site), ☒ 94 Old Road, Dartford, Kent, DA1 4DZ ☎ 01322 524145  
Shenstone School (Sidcup Site), ☒ St Andrews Road, Sidcup, Kent, DA14 4RX ☎ 020 8302 1743  
🌐 <https://www.shenstone-tkat.org/>





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## About Shenstone School

Shenstone School is an all-through specialist school for children and young people with severe and/or profound and multiple learning difficulties. We only opened our doors to our secondary provision in September 2022, when we welcomed our first year 7 cohort. As a school community, we are thrilled to have the opportunity to extend our learning offer to ages 3-12 with the aim of being 3-19 by 2027 as we expand our school and the secondary provision on a third site.

Our Secondary site is situated in Belvedere. Although we currently have a temporary facility for our secondary students, a specially adapted secondary school is currently being built in Halt Robin Road, Belvedere. We hope our permanent site will be up and running next academic year; however, we are expanding to welcome two new year 7 classes in September 2023.

Our staff are passionate about providing the best opportunities and education to our students. Working in partnership with parents and carers, we successfully foster and develop a positive attitude in our young people and support them to have opportunities that will allow them to achieve beyond their expectations. The support and guidance students receive from staff gives them the confidence to learn independently and strive to achieve their most aspirational outcomes. The school positions itself as a centre of excellence for its students, parents/carers, staff, local authorities and the wider community.

We aim to ensure that all students have the maximum opportunity to participate fully in society to enhance their life chances. We pride ourselves on ensuring that learning remains purposeful but is equally fun. We are committed to supporting the emotional health and well-being of all our students, staff and parents/carers, and we stand by our motto of “together we engage, thrive and achieve”.

We are very proud of Shenstone School and our achievements which include: The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status, and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives to maintain and improve services for students and staff.

Staff at Shenstone School can access the following benefits: excellent induction and probation processes, comprehensive in-house training, competitive pension scheme, employee counselling services, vaccination programmes, on-site mental health first aid team and various other well-being and social activities. We have an initiative called **Rainbow** Friday, where staff and students are invited to dress in non-uniform on the first Friday of every month to start the month off brightly.



## About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England, with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. Our leaders focus on student progress and attainment and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our students are at the heart of everything we do, and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website [www.tkat.org](http://www.tkat.org), you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

### **Working for TKAT:**

In return for working for TKAT, as an employee, you will benefit from

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy,
- Opportunities to work flexibly, where possible.
- Our support for your well-being at work, and
- The rewards of working to improve the life chances of our students.

## What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

Shenstone has provided me with so many opportunities for progression.

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough and the staff on site have all supported me with my ongoing learning within the job.

**Shenstone is one big team**

I felt like I achieved so much.

It is a rewarding job with beautiful friendly staff and children.

I most enjoy working alongside amazing children and being part of a team.

**I LOVED WORKING AT SHENSTONE, THE STAFF WERE FRIENDLY AND THE CHILDREN WERE LOVELY.**

I like working at Shenstone, the SLT and all the staff are lovely.



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## Job Advert

<b>Post Title:</b>	Teaching Assistant
<b>Post Location:</b>	Shenstone School (Sites are at: Crayford, Sidcup & Belvedere) Although you will be predominately based at one site (site allocation will be discussed at interview), you will need to be prepared/willing to work at any of our three sites.
<b>Contract Type:</b>	Permanent & Relief positions available (please specify what position you are applying for on your application)
<b>Hours/Weeks:</b>	30 hours per week (9:00 a.m. – 3:45 p.m.) 39 weeks per year (term time + training days)
<b>Grade:</b>	Bexley 05 (£13.21 per hour)
<b>Salary:</b>	£24,804 (full-time equivalent) £17,700 (Actual salary)
<b>Post Start Date:</b>	ASAP
<b>Tour:</b>	If you are interested in applying and wish to view our amazing school, please e-mail <a href="mailto:hr@shenstone-tkat.org">hr@shenstone-tkat.org</a> with your name and contact number and we will arrange a convenient date and time.
<b>Closing Date:</b>	Open until filled – latest date to apply is the 16 <sup>th</sup> April 2023. We will be accepting applications until our positions are filled. If we fill all of our vacancies, we will close this advert prior to the latest date specified above and without further notice. If you are interested in this position, it is highly recommended that you apply as soon as possible upon seeing the advert.
<b>Interview Date:</b>	TBA



## About the Role

We are looking for enthusiastic, engaging, empathetic and resilient candidates to join our fantastic and dedicated team at Shenstone School. You will be required to work as part of a team, under the direction of the Class Teacher/Cover Supervisor helping and supporting pupils with their emotional, social and cognitive learning.

You will use a variety of different techniques to motivate, engage and encourage the pupils to achieve their greatest possible outcomes. You will also be required to initiate and participate in games/activities, toilet/change where necessary and protect pupils safety and wellbeing.

If you are looking for a challenge and are able to support and encourage our amazing pupils with SEND to achieve their full potential in our specialist school setting, then we would welcome your application. The achievements of our pupils are extraordinary and will give you a sense of achievement when they make progress, however small.

It is paramount that you feel confident and resilient in working with pupils with challenging behaviour. As individuals, each pupil presents with different abilities and behavioural needs which vary from child to child.



## **JOB DESCRIPTION**

### **Teaching Assistant**

<b>Name</b>	
<b>Accountable to</b>	The Class Teacher and ultimately the Executive Head Teacher
<b>Grade</b>	Bexley 05
<b>Job Purpose</b>	To work under the direction of teaching and senior staff, to support access to learning for all pupils. Provide general support to the teacher and senior staff in all aspects of pupil's holistic development and wellbeing.
<b>Key Area</b>	<b>Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements.</b>
<b>Areas of Accountability</b>	<ul style="list-style-type: none"><li>• Work may be carried out in the classroom or outside the main teaching area.</li><li>• To support the class teacher to ensure pupils progress in all areas, academically and socially.</li><li>• To assist the class teacher in assessing and monitoring pupil progress.</li></ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"><li>• Assist teachers to ensure pupils educational needs are developed through individual targets and bespoke learning journeys.</li><li>• Assist teachers in creating an effective learning environments to ensure that pupils experience an enabling environment to suit their individual needs.</li><li>• To support the teacher in preparing resources and setting up the learning environment to enable pupils to access the bespoke curriculum.</li><li>• To ensure records and observations are carried out to support the class teacher in assessment for learning.</li><li>• Assist teachers in assessing, monitoring and tracking progress through the Early Years Foundation Stage and the bespoke Shenstone Stepping Stones.</li><li>• To maintain vigilance at all times in regards to all aspects of safeguarding. To follow reporting produces in line with school policy.</li></ul>



	<ul style="list-style-type: none"> <li>• Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>• Ensure pupils safety at all times and follow pupils personalised plans e.g. behaviour plans.</li> <li>• In conjunction with the teacher set challenging expectations in line with their Education Health Care Plans (EHCPs).</li> <li>• Establish positive relationships with pupils, and interact with them according to individual needs.</li> <li>• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's responses/needs.</li> <li>• Use strategies, in liaison with the teacher, to support pupils learning in all areas.</li> <li>• To promote independence and self-esteem providing feedback to pupils in relation to progress and achievements, in line with their developmental needs.</li> <li>• Act as a role model and contribute to the overall vision and ethos of the school.</li> <li>• Provide regular feedback to the teacher on pupil's achievement, progress, challenges etc.</li> <li>• Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with established behaviour policy, through positive invention strategies.</li> <li>• To establish positive relationships with parents/carers</li> <li>• To carry out medical procedures according to Care Plans after training (e.g. asthma, epilepsy) as appropriate.</li> <li>• To carry out all pupil's personal hygiene requirements as necessary.</li> <li>• Attend and participate in regular meetings, training and other learning activities as required.</li> <li>• Assist with educational visits, swimming sessions and horse riding.</li> <li>• To be responsible for your own positive mental health and to support pupils and staff to be mentally healthy and aware.</li> </ul>		
Signed member of staff		Date	
Signed appraiser		Date	
Approved Executive Head Teacher		Date	

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.



## **PERSON SPECIFICATION**

### **Teaching Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• A* - C / 9 - 4 grade (or equivalent) in GCSE English and Maths.</li><li>• Excellent numeracy and literacy skills.</li></ul>	<ul style="list-style-type: none"><li>• Teaching Assistant qualification.</li><li>• First Aid qualification.</li><li>• Safeguarding training.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience working with children.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as a TA.</li><li>• Experience working with children with SEND.</li></ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>• Effective use of ICT to support learning</li><li>• Understanding of child development and learning</li><li>• Ability to relate well to children and adults</li><li>• Work constructively as part of a team</li><li>• Ability to work under supervision and independently.</li><li>• Effective time management and organisational skills.</li><li>• A holistic approach to the well-being and education of pupils.</li><li>• The ability to challenge and engage children in their learning through creative opportunities, with high levels of expectations of all learners.</li><li>• Ability and willingness to work collaboratively and supportively within the school team, with visiting practitioners and parents/carers.</li><li>• Build effective and professional working relationships with parents/carers, staff, governors and the wider community.</li><li>• Be committed to your own professional development.</li><li>• Consistently reflect the highest levels of professionalism and act as a role model at all times.</li></ul>	<ul style="list-style-type: none"><li>• Understanding of relevant policies/code of practice and awareness of relevant legislation including safeguarding</li><li>• General understanding of the Early Years Foundation Stage (EYFS) and school curriculum areas including engaging and cognitive learning strategies.</li></ul>



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## Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced DBS check and barring service check. We will also undertake an online search as part of our diligence.

## Equal Opportunities

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.



To apply for this vacancy, please download and fully complete the TKAT application form.

Once completed please return to [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org)

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisting for interview will be contacted.