



**Regis Manor  
Primary School**

**Higher Level Teaching Assistant  
INFORMATION**





## CONTENTS

<b>Regis Manor Primary School</b>	<b>Pg 3</b>
<b>Job description</b>	<b>Pg 4</b>
<b>Person specification</b>	<b>Pg 5</b>
<b>Overview of Swale Academies Trust</b>	<b>Pg 6</b>
<b>Application process</b>	<b>Pg 7</b>
<b>Safeguarding</b>	<b>Pg 8</b>





Dear Applicant

On behalf of all the children, staff and governors, I'd like to thank you for your interest in the role at Regis Manor Primary School.

We are a school that likes to celebrate success at every level. Our children are hardworking, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Regis Manor is part of 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. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

Regis Manor was judged "good" at its last Ofsted inspection in March 2018 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner who thrives on challenge, is passionate about improving the life chances of pupils, enjoys working as part of a team and feels confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application.

Yours sincerely

Mr M Perry  
Head of School



# JOB DESCRIPTION



**Job Title:** Higher Level Teaching Assistant  
**Grade:** 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:
  - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
  - b. Provide specialist support to pupils where English is not their first language.
  - c. Provide specialist support to gifted and talented pupils.
  - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

## **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



# PERSON SPECIFICATION



CRITERIA		ESSENTIAL/ DESIRABLE
<b>Qualification</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 pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach 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 behaviour 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 pupils with SEN.	D
<b>Personal Qualities</b>	Willingness to Learn.	E
	Team player.	E
	Initiative.	E
	Commitment to the role.	E

# 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 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

## 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 Taney Cook  
Regis Manor Primary School,  
North Street,  
Milton Regis,  
Sittingbourne  
Kent  
ME10 2HW

## 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 or 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>

