



# Teaching Assistant

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# Letter from the Headteacher



Dear Applicant

## Teaching Assistant

The Beacon Folkestone is a 3-19 special school for students with Profound, Severe and Complex needs. The school has approximately 410 pupils on roll who come from a wide catchment area, mainly across the South and East of the County.

Students at The Beacon are committed to their learning, are enthusiastic and keen to do well and have very supportive parents/carers. Attitudes to learning in lessons and around the school are very good, allowing students to make good and outstanding progress. Although we are a large special school, we pride ourselves on developing positive relationships with all stakeholders and have developed smaller zones with shared resources, heart spaces and identities which allows pupils and staff to develop an ownership and sense of belonging.

We have an engaged staff team who know and support each other well. Professional development of staff is taken seriously and a range of opportunities are offered, both internally and externally, in order to ensure we recruit, retain and develop outstanding staff for the school. We have built a strong coaching and peer support culture and all staff engage in reflective professional dialogues throughout the year through our Achieving Excellence Framework. The wellbeing of students, staff and parents/carers is paramount and the school is very proud of the various forums which contribute to improving the provision.

As part of a cooperative trust of all 26 special schools across the county, we have a strong collaborative network of support and the successful post holder will be expected to utilise these networks to develop the school's contribution to system leadership across the landscape of SEND in Kent.

The school's most recent Ofsted inspection in February 2019 graded the school as 'Outstanding', building upon the 'Outstanding' judgements achieved by the two previous schools, that merged to form The Beacon in September 2016. However, this school doesn't operate to achieve an Ofsted grading. We have a firm belief that we will continue our quest for collective excellence by supporting our staff and trusting them to be innovative to create exciting educational opportunities whilst developing a culture of high expectations of ourselves and each other. For more information, to arrange a call or a visit to the school, please email [hr@thebeacon.kent.sch.uk](mailto:hr@thebeacon.kent.sch.uk) or contact Katie Lonergan, HR Manager on 01303 847555.

Yours faithfully

**Ady Young**  
**Headteacher**

## About The School



The Beacon is a modern, rapidly growing all age special education needs school catering for 410 pupils, aged between 3 and 19 years, with Profound Severe and Complex learning needs.

The school is a brand new purpose built centre of excellence for learning, with outstanding facilities including hydro pool, hi-tech sensory rooms, soft play areas, state of the art PE hall, specialist subject rooms, sensory garden, grassed amphitheatre, cycle track and life skills house. The Beacon is a mixed special school with 410 pupils aged between 3 and 19.



We cater for students with profound and severe needs together with children experiencing moderate and complex learning needs arising out of a combination of needs in addition to cognition and learning. Pupils have one or more additional special needs including speech and language; social, emotional and behaviour difficulties and autistic spectrum disorders in addition to their cognition difficulties. Class sizes average 10 pupils in the primary department and 12 pupils at secondary level. Classes are supported with teaching assistants.





## Local Area



Folkestone is a port town on the English Channel, in Kent south-east England. The town lies on the southern edge of the North Downs and was an important harbour and shipping port for most of the 19th and 20th century.

The town is located at the eastern end of the M20 which provides fast access to Ashford, Maidstone, London and also to the M25. The High Speed Rail Link HS1, previously known as the Channel Tunnel Rail Link, is a commuter service from Dover that calls at Folkestone and then using the South Eastern Main Line travels through Ashford International. The services join HS1 for the journey to Ebbsfleet, Stratford and London St Pancras. The journey time via this route from Folkestone West takes as little as 52 minutes to reach London.

Folkestone enjoys views of the surrounding countryside and the coast of France, a mere 24 miles (39 km) away. The cliffs are a magnet for passing migrating birds. There are two major long distance public footpaths through the town.

Folkestone is also home to The Leas Cliff Hall which is a Theatre and Concert venue and there is a thriving Creative Quarter in the heart of Folkestone old town where you can find diverse shops, cafes and creative businesses.

## How To Apply



Applications will only be accepted from candidates completing the appropriate application form on the Kent-Teach website. All sections of the form must be completed as fully as possible. Before applying for this vacancy please ensure you have read all the relevant documents contained in this site.

Please only enclose a CV if it contains additional, relevant information that is not included on your application form. A CV will not be accepted in place of a completed application form. Please limit any additional material to two single sides of A4 paper, typed in black for photocopying purposes.

We value diversity in our workforce – fair treatment for all is vital to the quality of services to the public. Kent County Council has an **equality policy** to ensure that all groups and individuals within the community are given full opportunity to benefit from the services and jobs we provide.

If you have any difficulties uploading your application form please contact Kent-Teach on 03000 410203 or email **kent.teach@kent.gov.uk**. Please note that applications should not be sent directly to the school.

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. Whether or not you are selected for interview will be determined solely on the information provided in your application form. It is very important that the form you return to us contains the information that the selectors want and the information that you want to give us. Please ensure that you fully read the Job Description and Person Specification prior to completing your form.

If you apply for this post and are shortlisted, any discrepancies or anomalies in the information you provide, and any relevant issues arising from your references will be taken up at interview. All candidates will be notified of the result of their application after the shortlisting stage. If you are shortlisted we will write to your referees, and references will be considered at the interview stage.

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

- Original document to verify right to work in the UK
- Original documents of identity that will satisfy DBS requirements
- Proof of current address
- Where appropriate any documentation evidencing change of name
- Relevant certificates or qualifications

All posts are subject to a satisfactory Disclosure and Barring Service Check, satisfactory pre-employment health clearance, receipt of two satisfactory references and verification of your entitlement to work within the UK. Please note, copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. In addition, teaching roles are subject to a check against the Teacher Service Register for any teaching prohibition or restriction orders.

## **JOB DESCRIPTION**

**JOB TITLE:** Teaching Assistant

**SCALE:** KR3 £21,293.00 FTE (£15,468.28 pro rata) plus SENA £1367.76

**RESPONSIBILITY TO:** Class Teacher

### **RESPONSIBILITIES AND DUTIES**

To work under the direction and guidance of the class teacher, to support and implement the individual education programmes of pupils. Embracing the visions and values of the Beacon while working as part of a team with other Teaching Assistants and external professionals.

#### **Principal Duties and Responsibilities:**

To work as a part of a team under the immediate direction of a class teacher to whom you are responsible

To lead small groups, or work with individual pupils and provide feedback to the teacher

To help with some pupils in hoisting, dressing, feeding, toileting, showering/bathing and cleaning and changing pupils who are incontinent or unable to be fully independent

To participate in the implementation of Education Health and Care Plans, Individual Education Programmes and support pupils access to a differentiated curriculum (EQUALS, National Curriculum, ASDAN etc.)

To assist pupils in gaining social education. This may involve accompanying pupils and their teachers on journeys, which may include going to local shops and on educational visits. The use of public transport may be involved if such duties take place outside of normal schools hours.

To accompany teachers on educational journeys or on other off-site activities, such as trips, sports, swimming or residential stays. This may include taking part in physical educational activities.

To support visiting therapists in carrying out specific programmes as directed by the Class Teacher and or intervention programmes.

To be flexible in utilising skill set in various classroom settings within the Beacon provisions.

To share care for sick pupils with the nurse and the MAO, whenever necessary during their hours of work. This may also include accompanying pupils to the doctor's or to hospital appointments.

To maintain, prepare and care for resources used in the classroom throughout the day.

To supervise pupils during breaks and lunch-times.

Provide good quality verbal and written feedback to the teacher on the performance of pupils supported, including barriers to learning and next steps which will inform the teacher's planning.

To administer, when trained, drugs or medicine to individual pupils whenever necessary.

To drive (if you are able) the school minibus in order to escort pupils to local shops, on school trips and work experience etc. (Minibus training will be provided).

To develop your skills and abilities by taking part in personal development opportunities and staff training courses.

To take part in or be represented at departmental meetings and whole staff meeting.

To respect the confidential nature of all information gained either verbally or in writing.

When necessary, be involved in some direct contact with parents over individual pupils.

When required, take on the role of Keyworker in respect of pupils. This will involve maintaining a student log and establishing regular contact and exchange of information between the school and the parents.

To remain flexible in meeting the needs of our pupils and school by supporting pupils in any class.

Act as an ambassador for the The Beacon School within the local community and beyond, ensuring that the ethos and values are promoted and upheld at all times.

To be committed to safeguarding and promoting the welfare of children and young persons at all times.

Be responsible directly to your Assistant Headteacher for the safety and wellbeing of pupils when left alone with them.

Undertake any other task or responsibility deemed reasonable by the Assistant Headteacher.

*The duties may be varied to meet the changing demands of the school/pupils and these duties may therefore be changed at the discretion of the Assistant Headteacher and following consultation with you.*



## PERSON SPECIFICATION

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Have Level 2 or at least Grade C GCSE in Literacy and Numeracy</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experienced of working with children</li> <li>Experience of working with vulnerable children or adults</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Numeracy and literacy skills.</li> <li>Basic IT skills.</li> <li>Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.</li> <li>Good influencing skills to encourage pupils to interact with others and be socially responsible.</li> <li>Ability to be flexible in carrying out a role that may vary from caring for basic needs such as toileting to supporting the implementation of more academic teaching programmes</li> <li>The ability to follow instructions but also to use initiative where appropriate</li> <li>The ability to work as part of a team</li> <li>Can actively support the interests of students and the school</li> <li>Able to deal with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of policies and procedures relating to child protection (safeguarding), health, safety, security, equal opportunities and confidentiality.</li> <li>Staff will be expected to have an awareness of and work within national legislation and procedures relating to Health and Safety.</li> </ul>
<b>Values &amp; Ethos</b>	<ul style="list-style-type: none"> <li>Values &amp; Ethos should be aligned with the school's as follows:</li> </ul> <p><b>Learning</b> - Inspiring excellence in teaching, learning and progress</p> <p><b>Support</b> – Democracy, Caring for others, Openness, Equity, Self Help, Equality, Social Responsibility</p> <p><b>Development</b> - Self responsibility, Honesty, Together</p>