



**TEMPLE GROVE  
ACADEMY**



# Teaching Partner

**Information for Candidates  
2024**

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

# Introduction from the Headteacher



Dear Applicant,

Thank you for your interest in working at Temple Grove Academy.

Temple Grove Academy is an Ofsted rated 'Good' school, September 2019. It is a very happy school in which all children feel secure and confident. Children are encouraged to develop positive attitudes towards learning and to achieve high standards in all that they do.

Our school is a happy place where pupils are encouraged to develop our school values to 'try, grow and achieve.' We support pupils to feel safe and secure at school so they can build resilience and feel confident in their own abilities. We aim for all pupils to leave us ready for their next step in education and ultimately, to be a valued citizen.

Our aim is to help pupils develop into the best version of themselves that they can be, through learning life skills as well as striving for academic excellence. We are an inclusive school where personalised learning ensures we meet the needs of all pupils and enable them to reach their full potential.

We work with pupils and families to develop positive relationships and tolerance and to ensure pupils are healthy in both body and mind.

We welcome visits to our school. Please do contact the school office if you would like to visit.

**Mrs. Rebekah Leeves**  
**Headteacher and SENCo**



# Our Ethos and Values



## Try. Grow. Achieve

At Temple Grove we strive to all ensure the best outcomes for all pupils. As part of this children receive a unique offering:

- Wider curriculum offering – Science, French, Sports and Art
- Computing with Purple Mash
- PSHEC with SCARF
- Music
- Links to other schools locally and nationally
- Forest school
- Extensive grounds, onsite pond area, amphitheatre



# Job Profile



**Post Title:** Teaching Partner

**Salary and Grade:** KR4 (pro-rata) this may include an additional SEND allowance for the right candidate.

**Working Hours:** Mon to Friday from 8.30am to 3.30pm.

**Contract Type:** Fixed Term until 31 July 2025,

**Possible Start Date:** Monday 15 April 2024

**Line Manager(s):** Class Teacher

## Main Purpose of the Job:

- › Work with class teachers to raise the learning and attainment of pupils
- › Promote pupils' independence, self-esteem and social inclusion
- › Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning, and experience a sense of achievement

## Duties and responsibilities

### Teaching and learning:

- › Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND)
- › Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- › Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- › Use effective behaviour management strategies consistently in line with the school's policy and procedures

- › Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- › Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- › Observe pupil performance and pass observations on to the class teacher
- › Supervise a class if the teacher is temporarily unavailable
- › Use ICT skills to advance pupils' learning
- › Undertake any other relevant duties given by the class teacher

### Planning:

- › Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- › Read and understand lesson plans shared prior to lessons, if available
- › Prepare the classroom for lessons

### Working with staff, parents/carers and other relevant professionals:

- › Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- › Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- › Develop effective professional relationships with colleagues
- › Contribute to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

# Job Profile



## Working with staff, parents/carers and other relevant professionals cont.:

- › With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school
- › Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- › Collaborate and work with colleagues and other relevant professionals within and beyond the school

## Health and Safety:

- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy
- › Look after children who are upset or have had accidents

## Professional development:

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Complete all whole-school training deemed necessary including but not limited to Safeguarding, GDPR and Prevent.
- › Undertake other training required to develop in the role
- › Take part in the school's appraisal procedures

## Other areas of responsibility

### Safeguarding:

- › Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- › Follow all school policies and the staff code of conduct relating to safeguarding and promoting the welfare of children
- › Promote the safeguarding of all pupils in the school
- › The TA will be required to follow school policies and the staff code of conduct.

### Other

- › Read and adhere to relevant school policies
- › Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. The postholder may be required to do other duties appropriate to the level of the role, as directed by the line manager.
- › This job description may be amended at any time in consultation with the postholder.

# Person Specification



CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>➤ GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths</li> <li>➤ First-aid training, or willingness to complete it</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Experience working in a school environment or other educational setting</li> <li>➤ Experience working with children / young people</li> <li>➤ Experience planning and delivering learning activities</li> <li>➤ Experience of planning and leading teaching and learning activities (under supervision)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good literacy and numeracy skills</li> <li>➤ Good organisational skills</li> <li>➤ Ability to build effective working relationships with pupils and adults</li> <li>➤ Skills and expertise in understanding the needs of all pupils</li> <li>➤ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>➤ Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>➤ Excellent verbal communication skills</li> <li>➤ Active listening skills</li> <li>➤ The ability to remain calm in stressful situations</li> <li>➤ Knowledge of guidance and requirements around safeguarding children</li> <li>➤ Good ICT skills, particularly using ICT to support learning</li> <li>➤ Understanding of roles and responsibilities within the classroom and whole school context</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Enjoyment of working with children</li> <li>➤ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➤ A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding pupil's wellbeing and equality</li> <li>➤ Resilient, positive, forward looking and enthusiastic about making a difference</li> <li>➤ Capacity to inspire, motivate and challenge children and young people</li> </ul>

# Application and candidate selection process: our candidate charter



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

## We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



## In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

## Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



# Safer recruitment in education: information for applicants



**Temple Grove Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.**

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

## What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- Temple Grove Academy application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



## Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

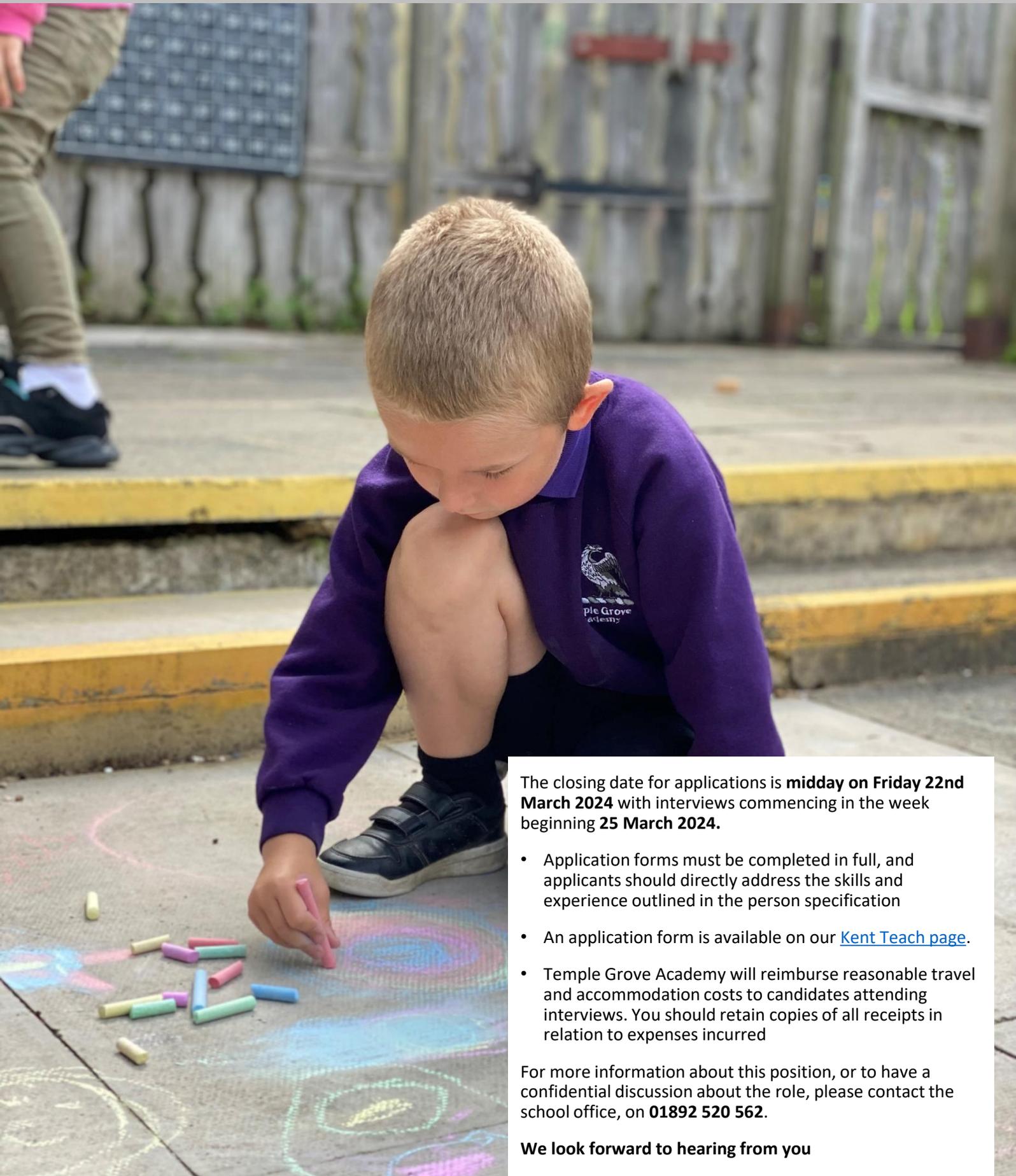
If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

## Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.

# How to Apply



The closing date for applications is **midday on Friday 22nd March 2024** with interviews commencing in the week beginning **25 March 2024**.

- Application forms must be completed in full, and applicants should directly address the skills and experience outlined in the person specification
- An application form is available on our [Kent Teach page](#).
- Temple Grove Academy will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred

For more information about this position, or to have a confidential discussion about the role, please contact the school office, on **01892 520 562**.

**We look forward to hearing from you**



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