
Brenchley & Matfield CofE Primary School

*KS1/2 Teaching Assistant/1-1 Teaching Assistant
Full & Part Time - 12 month Fixed Term Contract*

Candidate Pack

Brenchley Road
Brenchley
Tonbridge
Kent
TN12 7NY

For further information, contact:

- Emma Ivory, HR Officer HR@Tenaxschooltrust.co.uk or office@bmprimary.org.uk
- Applications Emma Ivory, HR Officer HR@Tenaxschooltrust.co.uk if electronic or to the above address for the attention of Emma Ivory.



Sir Henry Fermor
Primary School

Contents

Welcome from Jane Mallon, Headteacher	Page 3
The Tenax Schools Trust - Who we are and what we stand for	Page 4
Brenchley & Matfield C of E Primary School – Teaching Assistant Job Description	Page 5
Application Process	Page 7
Guidance Notes for Applicants	Page 7

Dear Applicant,

Thank you for considering developing your career at Brenchley & Matfield School. Brenchley & Matfield School was founded in 1842 (before the state was actively involved in education) by the Church to serve our local, and wider community. This remains our mission today. We are a Church of England school, part of the Tenax Schools Trust; which is funded directly by the DFE. Our aim is to serve all children and their families of any or no religion, heritage and culture.

We currently have around 197 pupils on roll. A staff of 7 teachers, ably supported by teaching assistants and support staff, delivering the curriculum to 7 classes, ranging from the rising 5s to 11-year-olds. We enjoy good facilities with spacious classrooms. All classrooms have CleverTouch screens to support the facilitation of whole class learning, along with class computers and a shared bank of laptops. We also have a modern ICT Suite. We are fully networked and have Broadband access to the Internet. Security protection and controls are exercised diligently.

We have a large hall, which is separate from the dining hall and kitchen, as well as a library, a Special Needs area and other separate areas for group or individual learning. We have a lovely playground and large field, surrounded by trees and meadows. This includes a conservation area, netball courts, a full-sized football pitch and some excellent play apparatus, including an Adventure Trim trail, provided by the PTA.

It is our passion to develop the whole child in a safe, Christian environment and through our inspirational, knowledge-rich curriculum, we enthuse and challenge, allowing every child's potential to be realised.

We believe that every member of our school community is unique, created in God's image, and precious to Him. Christians are called to 'love your neighbour as yourself': this means that we have a responsibility to one another to look for, bring out, and encourage in one another the very best we can. To do this best we need to welcome and employ in the life, work, and relationships of our school community the teaching, example, and Spirit of Jesus. This guiding ethos will be shown in and through us by our values.

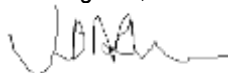
We are seeking an energetic, enthusiastic and passionate colleagues who understands the power of working within a team and who, from the beginning, will feel ready to add something to our Brenchley Family. A good track record of being able to organise and facilitate high quality learning experiences, balancing equal support and challenge, is essential. Additionally, an enthusiasm for self-efficacy, learning, self-development through research and for initiating engaging learning experiences are essential.

Please visit our website to gain further insight into our school. <https://www.bmprimary.org.uk/>

We welcome applications from colleagues who share our determination to inspire young people as lifelong learners, and who believe, we, as educators are instrumental in facilitating children to aim high and achieve their full potential, in every aspect.

I look forward to receiving your **completed application by mid-night Monday 17th June. Shortlisted candidates will be invited to an interview week of 24th June. Starting date: September 2024**

Kind Regards,



Jane Mallon, Headteacher

The Tenax Schools Trust

Tenax Schools Trust is a Church of England multi-academy trust (MAT) that exists to provide outstanding education in both primary and secondary schools in Kent and East Sussex. Alongside Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools, the Trust also includes schools with no denominational ethos. While our Church of England schools place particular emphasis on teaching children and young people about Christian values, beliefs and traditions, all of our schools subscribe to our underpinning educational, ethical and personal development principles. We value diversity and will preserve the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mind set approach that insists all students can make exceptional progress.
- We will deliver high quality teaching with a focus on achieving mastery of subjects from phonics through to the skills needed to play a musical instrument well.
- We value our staff because exceptional learning requires exceptional teachers. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice
- We will provide rich additional opportunities for all to build character and develop children and young people's moral, social and cultural awareness.

The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

Partnership & Wider Contribution

Tenax Schools Trust aims to offer schools wide opportunities for mutual support and partnership, in particular through the practical sharing of leadership, educational and pedagogical expertise, resources and joint professional development.

The Trust supports its local governing bodies in their important role of working with the headteacher of each school to ensure high standards are maintained. Local governing bodies have a central role to play in preserving the identity of each school and building and maintaining strong links to the community it serves.

In its operation across Kent and East Sussex, Tenax Schools Trust has a close working relationship with both the Diocese of Rochester and the Diocese of Chichester. Likewise, The Trust collaborates with the local authorities of Kent and East Sussex in providing excellent educational opportunities for local children and young people.

Brenchley & Matfield C of E Primary School Role Description

Post held: Teaching Assistant Full & Part-time – 12 Month Fixed Term Contract
Reports to: Assigned Class Teacher, Senco/Inclusion Manager & Headteacher
Salary Scale: Kent Range 3 £22,275pa (FTE)

Purpose of job:

Support the class teacher in the teaching and welfare of children to ensure they attain the relevant attainment and progress identified through pupil's individual targets and any additional support programmes. Dealing with pupil's therapeutic, behavioural and personal and hygiene care needs.

PRINCIPAL ACCOUNTABILITIES:

- Contribute to the overall work/aims and Christian ethos of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets. Assist teacher with learning activities ensuring good behaviour of pupils (including off-site activities such as trips, swimming etc.).
- Implement behaviour management programmes for pupils with learning and/or emotional problems to ensure pupils' wellbeing, learning, health and safety needs are met.
- Provide support and undertake any necessary record keeping in respect of pupil learning, behaviour management, child protection etc. as directed in order to deliver the learning programmes set for each child.
- Support pupils' personal hygiene needs to ensure pupils' wellbeing, health and safety.
- Be aware of and comply with all school policies and procedures including those relating to the Professional Code of Conduct, Positive Behaviour Management, Safeguarding including child protection, health, safety, security and confidentiality; reporting all concerns to an appropriate person (as per line-management structure or to the DCPO) to ensure pupils' wellbeing.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- At all times to support pupils and colleagues to maintain a positive ethos and environment of learning, enjoyment, safety and wellbeing.

ADDITIONAL SUPERVISION DUTIES:

- Proactively supervise the pupils during non-structured periods (e.g. playtime and lunchtime), modelling positive behaviour to ensure pupils act in a respectful, positive, safe and orderly fashion; referring to the school values and positive behaviour management policy. This will include movement around the school, entering the playground, dining room, etc.
- Assist pupils, as necessary, during the meal break. This may include providing them with a drink, helping with spillages, cutting up food, and caring for pupils' personal needs.
- Proactively encourage play, initiating activities and ensuring equipment is used (e.g. colouring equipment, bats, balls, footballs, etc.) appropriately to maintain the safety and wellbeing of the pupils.
- Where necessary, collect relevant monies or medication ensuring appropriate records and storage are maintained, keep register of pupil's personal files i.e. diets, allergies, cultural expectations, to ensure correct procedures are adhered to.
- Operate, where applicable, a first aid service, including maintaining an accident book, to deal with any accidents that occur both safely and quickly.

NECESSARY EXPERIENCE:

- Good standard of general education together with good numeracy and English (language and literature) skills.
- Previous experience of working with children.
- Knowledge of policies and procedures relating to Safeguarding and child protection, health, safety, positive behaviour management, security, equal opportunities and confidentiality (training is provided)
- Specialist training or experience in behaviour management is desirable.
- Use basic technology (computer, video, digital camera, photocopier, etc.)
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly
- Good influencing/motivational skills which encourage and enable pupils to interact with others and be socially responsible.
- First Aid qualification would be an advantage.
Flexibility, cheerful disposition and a good sense of (professional) humour

SCOPE FOR IMPACT:

Teaching Assistants in schools make a strong contribution to pupils' learning and achievement. They provide support to teachers allowing qualified teachers to make even more effective use of their time, professional knowledge, and skills. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement, progress and wellbeing.

JOB CONTEXT

TAs will be expected to work effectively with pupils under the direction and supervision of a class teacher. They will contribute to monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must have good communication skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.

Application Process

Applications

Please send your completed application form and supporting letter to **HR@tenaxschooltrust.co.uk**, or to HR, Brenchley & Matfield Primary School, Brenchley Road, Brenchley, Tonbridge TN12 7NY by **Midnight on 17th June 2024**. Please refer to the guidance notes for applicants.

Shortlisted candidates

Short listing and interviews will take place week beginning Monday 24th June 2024.

Offer of Employment

The successful candidate will be contacted by phone and an offer of employment made subject to the satisfactory completion of all pre-employment checks

Any applicants who would appreciate an **informal discussion** about the post should contact:

- Emma Ivory, HR Officer on HR@tenaxschooltrust.co.uk or the school directly on 01892 722929.

Guidance Notes for Applicants

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

Letter of Application

In addition to the application form, we ask that you write a covering letter describing briefly the extent to which your experience has prepared you for the post for which you have applied.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

Referees

We will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees; if you do not wish for your current employer to be contacted prior to offer please make this clear as some references may be taken up prior to interview.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

For Teaching applications, please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview.

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Head teachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax's Schools Trust Occupational Health Team.

The 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 staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)