



The Rowans AP Academy

Recruitment Pack
SEN Learning & Behaviour
Support Assistant



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *“Working together to create a community of successful learners”* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme & Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



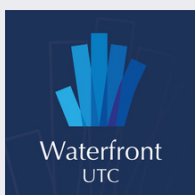
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



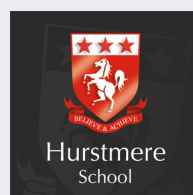
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



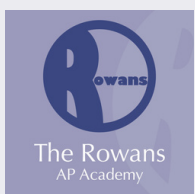
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to The Rowans AP Academy



The Rowans AP Academy is a provision which enables young people to change the direction of their lives. Through a trauma informed approach, positive relationships and a strong focus on our core values of kindness, commitment and resilience, all pupils have the opportunity to re-engage with education, taking ownership of their lives and their choices.

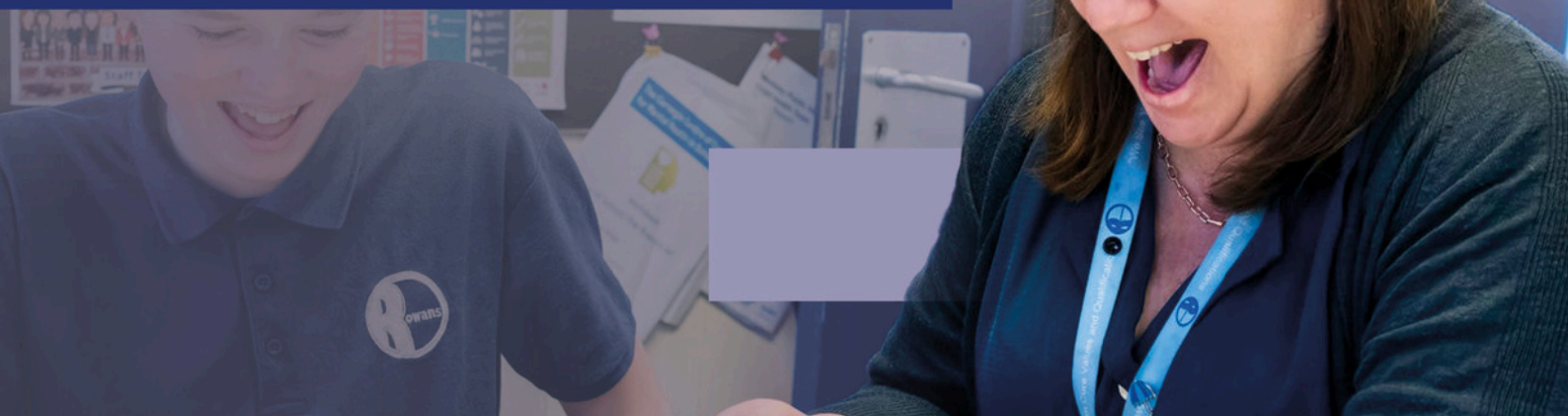
The Rowans AP Academy supports pupils who struggle with conventional education or, due to particular changing and often traumatic events in their lives, need a period of time in an alternative provision.

We offer alternative provision with a firm focus on supporting, engaging and raising the aspirations of every pupil. Through a bespoke combination of a challenging, engaging and progressive curriculum, a tailored interventions programme and cultural capital activities, we can ensure that every pupil has the opportunity to experience success and make progress.

Mrs May, Principal

Why choose The Rowans?

- Opportunity to work with small classes, with a focus on raising aspirations of every pupil.
- An Ofsted 'Outstanding' Rated school, with positive pupil/teacher relationships.
- A rewarding work environment, where you will help change the direction of our young people's lives.



Job Description

Job Title:	SEN Learning & Behaviour Support Assistant
Contract Type:	Part time, Permanent, Term Time Only
Remuneration:	NJC C1 point 6-19

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a SEN Learning & Behaviour Support Assistant as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Principal.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Roles and responsibilities

- To support the delivery of a broad and balanced curriculum that supports all children to achieve and reach their potential.
- Build and develop effective relationships with pupils and their families, supporting pupils through the academic, emotional, social, and personal elements of school life.
- Read thoroughly and understand the EHCPs of each pupil in the provision. This includes being aware of the specific learning goals, support strategies, and any additional services outlined in the plan.
- Regularly communicate and collaborate with the staff within the provision to gain insights into individual pupils' needs, seek guidance on effective strategies, and discuss any concerns or challenges.
- Support the implementation of strategies and 'must do's' outlined in the EHCPs.
- Support pupils throughout the day, including break-time and (voluntary paid) lunch-time supervision and support, facilitating games and activities.
- Work within and champion a trauma informed ethos, consistently providing pupils with effective social and emotional support. Be compassionate, resilient, caring and understanding when supporting children in and out of the classroom.
- Be proactive and solution focussed, being a positive role model upholding aspirational expectations of both academic and behavioural progress. Support children to learn to manage their emotions and make positive choices.
- To support the lead teacher in recording and reporting, maintaining accurate records.
- Use a range of SEN strategies to support pupils working with small groups or on a 1:1 basis.

Standards and Quality Assurance

- To support the ethos and culture of the provision and service
- To take responsibility for your own continuing professional development as part of our robust performance development process.
- To adhere to risk assessments pertinent to the role.
- To act as a role model to pupils in terms of conduct, dress, punctuality and attendance.
- To attend team meetings as directed.
- To undertake professional duties that may be reasonably assigned by the Executive Headteacher
- Be committed to make a difference, be a strong, positive role model, leading by example, showing compassion and empathy in and out of the classroom.
- To be pro-active in matters relating to health and safety and safeguarding.
- To supervise pupils off site on school trips and other external visits.
- To provide welfare support for pupils and their families.

- To have high expectations of all pupils and promote and develop pupils' self-esteem.
- To work collaboratively with colleagues as part of a professional team, to meet the needs of all pupils.
- To act in accordance with the equal opportunities policy and undertake duties as required by corporate and directorate action plans.
- To contribute to SMCS, promoting fundamental British Values and diversity and inclusion.
- To ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

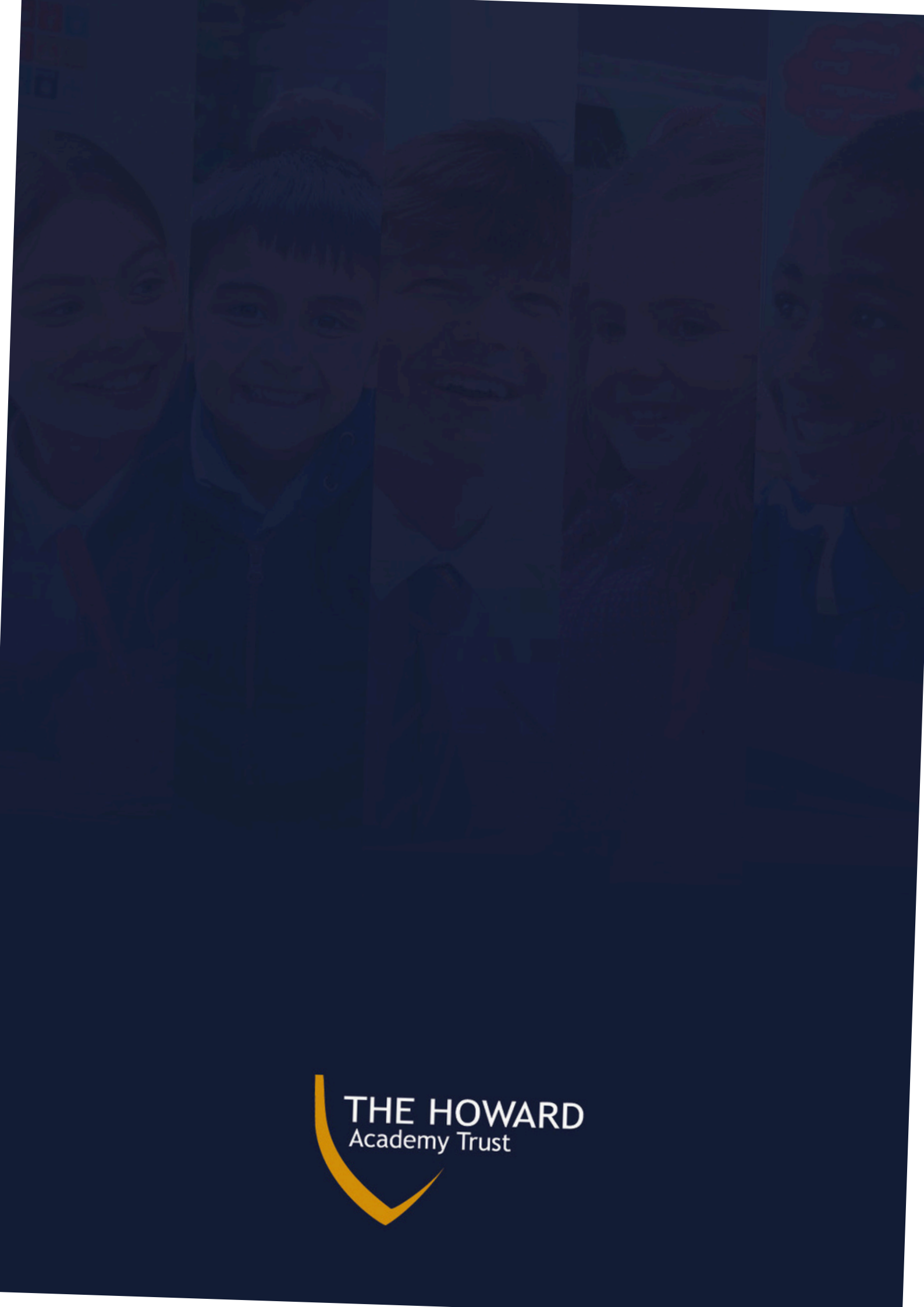
Person Specification

Post: SEN Learning & Behaviour Support Assistant

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> A-C Grades in Maths & English GCSE or equivalent 	<ul style="list-style-type: none"> First Aid Training Evidence of ongoing Professional Development
Experience	
<ul style="list-style-type: none"> Experience of establishing successful learning relationships with a variety of pupils at the relevant age Experience of the role of a TA and in particular Organisation and management Experience of working with pupils with social, emotional, and mental health difficulties 	<ul style="list-style-type: none"> Experience of working within the academy or education sector
Knowledge and Understanding	
<ul style="list-style-type: none"> Training and equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools Clear understanding of the role of parents and the community in school improvement and how this can be practised and developed 	<ul style="list-style-type: none"> Knowledge of child protection and safeguarding policies. Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how these impacts on morale, high expectation, and high standards.
Characteristics and Competencies	
<ul style="list-style-type: none"> Good communication skills including written and oral Good numeracy and literacy skills Competent with computers and other technology Good administrative and organisational skills Patient, hardworking, and reliable, with high expectations for progress and achievement 	<ul style="list-style-type: none"> Full clean driving licence and access to own vehicle due to requirements of travel within Medway

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| <ul style="list-style-type: none">• Good team player and self starter• Ability to create a happy, challenging and effective learning environment• A calm, confident and flexible approach• A personable nature to build effective relationships• Ability and keenness to promote the Trust's positive culture and ethos• Understands the importance of confidentiality and discretion | |
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THE HOWARD
Academy Trust