



Thames View Primary School

Recruitment Pack Early Years Teaching Assistant Apprentice



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.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



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



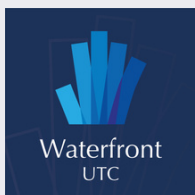
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



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



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



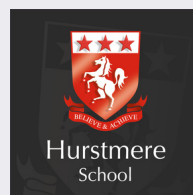
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



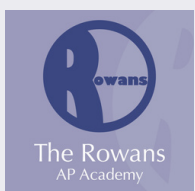
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



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 Thames View Primary School



Thames View is a happy school - a great place to work and a great place to learn. We expect everyone to do their best and contribute to school life, believing that we are strong when we work together. At Thames View, staff are committed to providing an education that enables all pupils to realise their dreams, goals and ambitions. We work in partnership with colleagues, parents and the community, so that pupils achieve academic success and experience personal well-being within a caring and safe environment.

We motivate and engage children by delivering a rich and broad curriculum that inspires our pupils to become life-long and responsible learners. We promote our values of Respect, Responsibility and Resilience throughout all we do, so that our pupils are ready to take their place in a constantly changing world.

We have an active PTA who work hard to raise money for additional items. We love reading and every classroom has a busy reading corner. We have four houses named after authors: Dahl, Donaldson, Rowling and Walliams. Every year group goes on three trips per year, two related to curriculum topics and one cultural trip. Every term starts with a Hook Day to introduce a new topic and consists of fun learning activities and visiting speakers.

Mrs Rogers, Principal

About our EYFS Department

- Supportive environment with 15 and 30-hour Nursery options.
- Engaging trips including wildlife and cultural outings to enhance learning.
- Well-equipped outdoor play areas with mud kitchens and climbing equipment, fostering hands-on learning and exploration.



NOR
455



Age Range
3-11



PP
17.1%



FSM
16.5%



SEN
22.6%



EAL
6.6%

Job Description

Job Title:	Early Years Teaching Assistant Apprentice
Contract Type:	Full time, Fixed Term, Term Time Only +1 week
Remuneration:	Apprentice Minimum Wage

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Senior Leadership Team. The post-holder is required to fully support the vision, ethos and policies of the Trust.

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

Teaching & Support Staff play a vital role in making 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 students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key responsibilities:

To support teachers, parents and other colleagues to help create an effective and purposeful learning environment. Ensuring the classroom and resources are prepared on time as per the instructions of the Classroom Teacher.

- To support individuals and groups of children to help them learn.

- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.
- Promote inclusion and acceptance of all children in the school, including those with physical, learning and behaviour difficulties.
- Work with teachers to assess the needs of individual children.
- To encourage independence self - help skills and good standards of personal hygiene and care in children through social training and modelling.
- To participate in the development of home school liaison including information evenings, parent consultations, home visits etc.
- To develop knowledge of a range of learning support needs relevant to the school.
- To develop an understanding of the specific needs of children to be supported.
- To manage children as advised by the classroom teacher.
- To establish a warm and supportive relationship with the children concerned.
- Work with the SENCO/Inclusion Lead and other teachers to implement the EHCP and develop resources for children for have additional learning needs.
- Contribute to planning and facilitating learning for the class, groups and individuals.
- Observe, record and feedback information of children's achievements.
- Assist in creating materials for curriculum delivery and display boards.
- Assist with whole class teaching and cover the class teacher where appropriate.
- Assist with behaviour management within and outside of the classroom.

Adminstration:

- Observe, record and feedback information on pupil performance
- Support the classroom teacher with appropriate admin tasks which may include: photocopying, recording of data etc.

Resources:

- Operate relevant equipment/ICT packages (e.g. internet, intranet, E-mail)
- Assist with the creation of materials for curriculum delivery and display boards.

Apprenticeship:

- Qualification in Early Years & Teaching Support
- Opportunity for permanent work upon successful completion
- 1 day per week outside of work for study/coursework

Additional Duties:

- To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

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.

Person Specification

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"> • Maths & English GCSE or equivalent Grade C and above 	<ul style="list-style-type: none"> • Evidence of ongoing Professional Development • Paediatric First Aid Training
Experience	
<ul style="list-style-type: none"> • Knowledge and experience of working with children • Experience of establishing successful learning relationships with a variety of pupils at the relevant age 	<ul style="list-style-type: none"> • Experience of working within the academy or education sector
Knowledge and Understanding	
<ul style="list-style-type: none"> • Maintain pupil and family confidentiality • Attend regular meetings as and when required • Clear understanding of the role of parents and the community in school improvement and how this can be practiced and developed 	<ul style="list-style-type: none"> • Knowledge of child protection, safeguarding policies and Early Years Framework and Development Matters. • Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this 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 	

<ul style="list-style-type: none">• Ability to work as part of a team under the direction of the teacher• Good administrative and organisational skills• Good team player and self starter• Ability to create a happy, challenging and effective learning environment• A solution-focused mindset and determined “no-excuses” approach to raising standards• 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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