

# Teaching Assistant and After-School Club Supervisor

## Job information

### Job details

**Salary:** KSA (previously Kent Range 3 - pro-rata). Full time equivalent: £24,513

**Hours:** Part-time, term time only, Thursday and Friday, 12hrs per week TA (8.45am-3.15pm) 4hrs per week After-School Club (3.30pm-5.30pm)

**Contract type:** Temporary - until August 2026

**Start date:** September 2025

### Application Process

Visits to the school are highly recommended prior to applying for this post. Please contact the school to book a tour.

Applications should be made via Kent Teach.

The closing date for applications is **Friday 20<sup>th</sup> June 2025**. Shortlisting will take place on this day and shortlisted candidates will be invited to interview via email at the end of this day.

Interviews will take place on **Tuesday 24<sup>th</sup> June 2025**. Further details regarding the interview process will be shared following shortlisting.

***Everyone is welcome here.***

*Brook Community Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.*

### Safeguarding and Recruitment

Brook Community Primary School is committed to the safeguarding and promotion of children's welfare. A copy of our current Child Protection Policy is attached.

The post is subject to checks in line with this commitment including an Enhanced DBS Disclosure check. Any spent convictions and cautions will need to be disclosed on the application form. Shortlisted candidates will be asked to complete a self-declaration of their criminal record / information that would make them unsuitable to work with children.



Brook CP School will carry out an online search as part of their due diligence on any shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with an applicant at interview. This information will be kept on file for 6 months, in line with data protection procedures. The panel will ensure we meet our duty under the Equality Act, 2010.

## About Brook Community Primary School

Brook School was first established in 1876 and the main building dates back to then. Our school is a warm and close-knit community, inspired by our beautiful rural setting in the Wye Downs. We have amazing outside spaces, and access to even more in the surrounding countryside.

We are located between the large town of Ashford and the many rural villages in the area. Each year we take up to 15 new children in our Reception class. We currently have children who attend from different areas of the town as well as surrounding villages.

Being such a small school has great benefits. Every member of staff knows every child and family, not only by name but each unique personality too. This ensures we *always* put the children at the heart of all we do so we can enable each and every child to flourish. We are a fully inclusive mainstream school.

Brook is part of a wider cooperative trust of schools: The CARE Foundation Trust. This is not an academy trust. The trust work closely together and provide an essential network for continuous development.

We are on a journey of continuous improvement and our drive will never cease. We are passionate about every child reaching their full potential whilst having a wonderful time at Primary School, and leaving ready and excited for the next stage of their learning adventure.

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Prior experience working with children</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Teaching Assistant qualification</li> <li>• Evidence of additional training related to the role</li> </ul>
<b>Experience</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Experience of supporting different pupils</li> <li>• Successfully supporting pupils with SEN/D</li> </ul>
<b>Skills and Knowledge</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Effective communication and interpersonal skills</li> <li>• Maintain high standards of ethics, behaviour and professional conduct</li> <li>• Build positive and respectful relationships across the school community</li> <li>• Build positive relationships and work closely with the staff team</li> <li>• Be well-organised, efficient and resourceful</li> <li>• Effective behaviour management strategies</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Good understanding of teaching pedagogy and how children learn best</li> <li>• Understanding of Outdoor Learning</li> </ul>
<b>Personal Qualities</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Serve in the best interests of the school's pupils, holding every pupil with unconditional positive regard at all times</li> <li>• Commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>• Commitment to safeguarding, equality and inclusion</li> <li>• Recognition of the importance and value of their work as a TA for the lives of the children they teach</li> </ul>

## Job Description

### Duties and responsibilities

- The post requires you to work with children within classes across the school as required.
- To complement the professional work of teachers by taking responsibility for delivering agreed learning activities.
- To share in the corporate responsibility for the well-being and safeguarding of all pupils.
- Be responsible and accountable for achieving the highest possible standards in work and conduct
- To work proactively and collaboratively with learners, parents/carers, governors and other staff in the best interests of pupils.
- Uphold a culture where pupils experience a positive and enriching school life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Have ambitious expectations for all pupils with SEN and disabilities and teach in line with the mainstream core standards

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the member of staff will carry out. The postholder may be required to do other duties appropriate to the role.