

Miers Court Primary School

Recruitment Pack 1:1 Learning 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.



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.



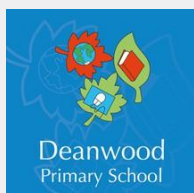
Our Family of Schools



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



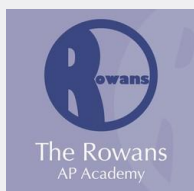
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



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

Miers Court Primary School



We are a happy 2 form entry Primary and are proud of our reputation as a friendly and caring place where children are encouraged to be the very best they can be in all aspects of school life. Our children have a strong voice here; from our School Council to our House Captains, pupil leadership is highly valued and there are lots of opportunities for children to contribute to our school community.

Our School Values form the acronym STARS: Self-belief, Togetherness, Aspiration, Resilience and Success, and these are woven into all that we do. They inspire our children to keep **“Shining Bright, Aiming High”**, our school motto.


Our curriculum is aimed at sparking the children’s interest and allowing their curiosity to grow. Through the opportunities that the curriculum offers and our promotion of life-long learning skills, we aspire for the children to build their independence and resilience and to have a sense of pride in all of their learning.

Mrs Fordyce, Principal




NOR
422


Age Range
3-11


PP
17.1%


FSM
17.1%


SEN
24.4%


EAL
7.6%

Job Description

Job Title:	Part-time 1:1 Learning Support Assistant
Contract Type:	1:1 Support, fixed-term until the child leaves
Remuneration:	NJC D2, 4-11

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a Learning Support Assistant 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 we have five fundamental tenets:

- Our moral purpose is to make a positive difference to the lives of young people
- We strive to create a culture of dignity, respect and trust in all our academies
- There is no ceiling to achievement for young people
- All staff have the right to exceptional professional development
- All young people have the right to attend at least a Good school

Values and Behaviour

Support Staff play a vital role in assisting 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 ethos, policies and practices.

Key responsibilities:

To ensure the safety, welfare and good conduct of pupils during the midday break, in accordance with the practices and procedure of The Howard Academy Trust

- 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 pupils to help them learn
- Work with teachers to assess the needs of individual children

- Promote inclusion and acceptance of all pupils in the school, including those with SEN needs, working with the SENCO/ inclusion lead to deliver and implement the EHCP and develop resources for pupils who have: English as a second language, speech and language impairments, or behavioural issues which interfere with learning and/or relationships
- To manage and assist pupils as advised by the classroom teacher and or SLT, to include planning and facilitating small group teaching and intervention
- Assist with whole class teaching and cover for the class where required and appropriate
- Deliver behaviour management within and outside the classroom
- Attend to and assist with the care of pupils medical and personal needs to ensure their health and wellbeing is protected and a nurturing, safe environment is provided. (any necessary training would be provided)
- To work to promote the vision and principles of the Trust and school, including delivery of any policies such as the behaviour policy.

1:1 Support:

To aid the pupil to learn as effectively as possible in a class, group and 1:1 setting to encompass the following:

- Clarify and simplify instructions to support understanding
- Ensure pupil is able to use resources and visuals to support understanding and learning outcomes
- Motivate, encourage and engage the pupil when required by providing levels of individual support, reassurance and help with learning tasks as appropriate to pupil's individual needs
- Assist in areas of need eg reading, numeracy, handwriting, concentration skills
- Liaise with class teacher and SENCO to deliver 1:1 interventions identified within a personalised provision plan
- To support the use of ICT in learning activities and with specific programmes to support learning
- Where appropriate, to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.

Administration

- 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. MS Office, internet, intranet, Arbor, E-mail)
- Assist with the creation of materials for curriculum delivery and display boards.

Management

- This post does not have any management responsibilities.

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: Part Time 1:1 Learning 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"> • Maths & English GCSE or equivalent Grade C and above • Certified Level 3 teaching assistant course of training 	<ul style="list-style-type: none"> • Evidence of ongoing Professional Development • First Aid Training
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 	<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 this impacts on morale, high expectation and high standards • Knowledge of support services available to young people
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 	

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| <ul style="list-style-type: none">• Able to lead intervention sessions• 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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