



THE
HOLMESDALE
SCHOOL

*Dedicated to Community, Committed
to Equality, Striving for Excellence*

Swale
ACADEMIES
TRUST

Higher Level Teaching Assistant
The Holmesdale School
Information



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Welcome

Dear Applicant

Make a Difference in Young Lives: Join Our Vibrant School as a Higher Level Teaching Assistant.

Imagine stepping into a welcoming community where dedicated educators are passionate about making a real difference in the lives of children. At The Holmesdale School, a growing school with a strong sense of belonging, that's exactly what you'll find. As a Higher Level Teaching Assistant, you'll play a vital role in ensuring our students thrive in a safe, supportive, and stimulating environment.

The Holmesdale School, a growing school dedicated to community, equality, and excellence, is looking for someone like you!

Why Choose The Holmesdale School?

- **Make an Impact:** Be a direct influence on young minds, shaping their learning journey and fostering their confidence.
- **Thrive in a Supportive Environment:** Enjoy collaborative teamwork with passionate colleagues who offer ongoing support and mentorship.
- **Develop Your Skills:** Access exceptional professional development opportunities, including NPQ qualifications and Masters programs, to advance your career.
- **Join a Leading Trust:** Be part of Swale Academies Trust, a highly successful organisation dedicated to continuous improvement and innovation.
- **Become Part of Something Special:** Contribute to a school with a strong sense of community, celebrating diversity and nurturing independent, resilient learners.

What Makes You the Perfect Fit?

- Do you possess infectious enthusiasm and a genuine passion for helping children learn and grow?
- Are you a natural communicator who excels at building positive relationships with students of all ages and abilities?
- Do you have a strong sense of responsibility and a commitment to safeguarding children's well-being?
- Previous experience in a school environment is a plus, but your dedication and eagerness to learn are even more valuable.

Ready to take the next step?

Visit our school or apply today and discover how you can:

- **Make a real difference** in the lives of children.
- **Develop your leadership skills** in a supportive and dynamic environment.
- **Join a thriving school community** dedicated to your success.

Don't miss this exciting opportunity! Apply now and let's shape the future of The Holmesdale School together.

Yours faithfully



Glenn Prebble

Headteacher

Job Description

Job Title: Higher Level Teaching Assistant
Grade: SAT D
Responsible to: SENCO

Purpose of the Job:

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher

Key duties and responsibilities:

- Plan, prepare and deliver specific learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.

Teaching Assistants at this level are expected to undertake at least one of the following:

- Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
- Provide specialist support to pupils where English is not their first language.
- Provide specialist support to gifted and talented pupils.
- Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

Teaching Assistants in this role may also undertake some or all of the following:

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
- Contribute to the development of policies and procedures.
- Provide short- term cover supervision of classes.
- Supervise or manage the work and development of other classroom support staff.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Liaise with external agencies on a regular basis.
- Provide pastoral care to pupils for example as head of year or tutor group.
- Be responsible for pupils who are not working to the normal timetable.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Invigilate exams and tests.
- Be responsible for the presentation of displays.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

Person Specification

Qualifications	Essential / Desirable
English, Maths and Science GCSE at grade C or above (or equivalent).	E
Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist areas; working at or towards professional standards for HLTA.	E
Evidence of other TA related qualifications and/or training courses.	D
Experience	
Successful relevant experience of working with children of relevant age within a learning environment.	E
Experience of working in school KS3 or above, or in other child related roles.	D
Experience in supporting those with specific learning difficulties.	D
Skills & Abilities	
Developed skills for communicating with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.	E
Knowledge	
Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.	E
Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
An understanding and knowledge of various needs types, especially SpLD (dyslexia), SLCN and how to meet those needs.	D
Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEN.	D
Personal Qualities	
Willingness to learn.	E
Team player.	E
Initiative.	E
Commitment to the role.	E



Working at The Holmesdale School

Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

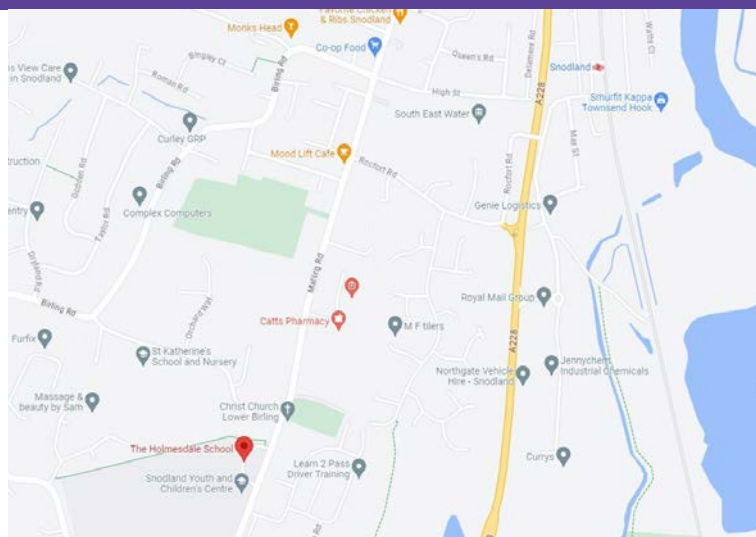
Finding Us

The Holmesdale School
Malling Road, Snodland, Kent ME6 5HS

01634 240416
THS_Office@swale.at

Closest Train Station: Snodland Station
Approx. 18 minute walk

Closest Bus stops:
The Holmesdale School - 71, 149, 151, 549, 575





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to louise.bates@swale.at or by post to the following address:

Louise Bates
The Holmesdale School
Malling Road
Snodland
ME6 5HS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Holmesdale School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

- Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:
- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

