

Fulston Manor School



Teaching Assistant

Information for candidates

Starting Date: September 2025

We reserve the right to withdraw the advertisement early and to interview candidates during the advertisement window; candidates are therefore encouraged to apply at their earliest convenience.

Introduction from the Headteacher



Dear Colleague

I am delighted that you are interested in a position at Fulston Manor School and, over the next few pages, would like to show you what you could expect from working with us at Fulston and what the surrounding area has got to offer.



We are a large non-selective school with an outstanding reputation for developing young people to make a positive contribution to their community. We are a very welcoming school that operates as a family with a strong sense of pastoral care linked to our house system. We have four houses (Cromer, Hales, Morrison and Stanhope) in Year 7 to 11 with vertical tutor groups in each house. This means small numbers of each Year Group in each Tutor Group have a dedicated tutor who they see every day.

The Sixth Form is a thriving environment for students Post 16 and we have outstanding facilities for students as well as excellent pastoral care and careers support to enable students to make the next steps into further education or employment.

We offer a wide curriculum from Year 7 which allows young people to excel in all areas, including the creative arts, and students are encouraged to develop a love of learning and engage with their studies fully.

The school ethos of “Everybody Matters, Everybody Succeeds, Everybody Helps” drives all that we do here to ensure our young people both achieve the best possible qualifications and also grow and develop their sense of self and their understanding of our world.

We have always believed that a child will only learn effectively when happy and, without losing sight of the need to secure the best possible qualifications, every effort is made to ensure that children are well cared for and given a huge range of opportunities, both inside and outside the classroom.

The crest of the school carries the Latin inscription “Artes Discant Amitiae”, which translates as “May they learn the art of friendship”. In the midst of all the pressures to succeed and the drive for achievement, we are most proud of the fact that we are a community which has never lost sight of the importance of positive human relationships and it is this, perhaps, above everything else that continues to ensure the enduring quality of the school.

Mrs Susie Burden
Executive Headteacher



Fulston Manor Academies Trust

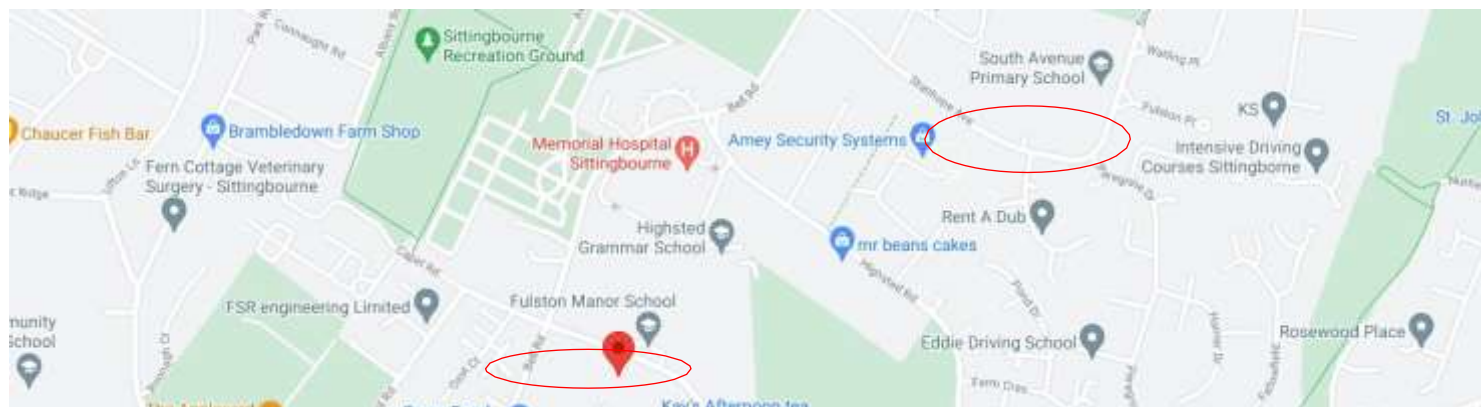


FMAT was formed by Fulston Manor School in 2013, three years after the school became a single academy in October 2010.

Fulston Manor itself has enjoyed, for many years, an excellent reputation, being heavily oversubscribed, attaining very high levels of academic achievement. An increasing involvement in school to school support and other collaborative ventures led to the school becoming a National Support School. The commitment to partnership working made the creation of a multi academy trust a logical step, providing a further way in which school improvement could be achieved.

Although Fulston Manor has supported schools right across Kent, participated in the delivery of national conferences and been involved in forging strong international links, when developing the multi academy group the intention was always to work with local schools in order to provide sustainable improvement and enhanced provision for young people across Swale. And so, together with our Sixth Form hub, we therefore welcomed South Avenue Primary School into the trust which fitted perfectly into the framework and ensured a solid foundation across all three phases of compulsory education. South Avenue Primary School aims to ensure that the children will be happy, inspired, and eager to learn during their time spent at Primary school. The vision “We Discover, We Learn, We Grow” aims to make the child ready for a lifetime of learning.

Our partnership school offers a broad, balanced curriculum which takes account of each individual child's needs and interests. Staff try to create a happy, caring community, which welcomes newcomers, and where each member, whether child or adult, is respected and where consideration of others is of prime importance. As with Fulston Manor it is felt that learning can only begin when children feel secure and happy.



Our Vision and Values



Mission Statement

Fulston Manor Academies Trust's mission is to change for the better the lives and life chances of all members of our community. In order to achieve this we are committed to the achievement of rapid educational transformation across all our schools through the development of outstanding practice based upon sustainable collaboration.

Vision

Fulston Manor Academies Trust's vision is of a community of outstanding schools in which all children are enabled to reach their potential through the provision of high quality education within a caring and supportive environment. The on-going professional development of all staff will ensure sustainability and assist in the creation of a culture of continued improvement within every Trust school.

Ethos

Fulston Manor Academies Trust's ethos is encapsulated in the phrase, "Everybody matters, Everybody succeeds, Everybody helps". By involving everyone in ensuring that all are enabled to achieve, the Trust creates communities which share in the success of all when the highest of aspirational targets are set and met.

Fulston Manor Values:

New for September 2023, our school values were introduced to help further enhance our mission to make Fulston Manor School a safe, welcoming and friendly place to learn. Developed in conjunction with our School Councils, School Governors and our Senior Leadership Team, these collaborative values celebrate all that is best about the Fulston Family.

We embed these integral values into every part of Fulston Family life, from having high ambitions of both our students and staff, showing fortitude and integrity in the classroom, around our site and in our wider community, to being mindful of each and every member of our community and embracing and celebrating our differences.

When applied together and with relentless consistency, we really can help shape great young citizens, not just for the Fulston Family but for our wider community, too.



Job Description



Role of the Teaching Assistant:

To make a valuable contribution to students' learning and achievement.

To provide support to teaching staff, enabling them to make even more effective use of their time, professional knowledge, skills and understanding.

To contribute to students' learning and have a significant impact on students' achievement.

To work effectively with individual students and/or small groups under the direction and supervision of a class teacher.

To contribute to, and demonstrate skills in, planning, monitoring, assessment and resources within the Department.

To work as part of the school team and contribute to plans to ensure the school meets its aims.

To have good communications skills to be able to inform, persuade, inspire and motivate students and also provide feedback to staff as required.

Specifically:

Supporting the students

Drawing on the knowledge of various forms of additional need to develop an understanding of the children with whom you are working.

To establish supportive relationships with the students.

To encourage integration and acceptance of students with special educational needs

Considering the special needs involved, to aid students to learn as effectively as possible in both group situations and on his/her own

Supporting the Teacher

To assist, with the class teacher and other professionals as appropriate, in the development of suitable programmes of support for students with special educational needs.

To assist in the setting of targets as part of the monitoring process

To prepare resources as directed by the Class Teacher to aid the learning process.

Supporting the school

To liaise, advise and consult with other members of the department and support team when asked to do so.

To contribute to annual reviews of Statemented students and to reviews of students on the SEN register.

To be aware of school procedures

To contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.

To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

Any other duties which are reasonably required for the fulfilment of the role.

Person Specification



Qualifications:

- GCSE (or equivalent) grade C/5 or above on English and Mathematics or significant relevant experience

Experience:

- Experience of working with young people in a similar environment
- Experience in supporting young people with SEN
- Experience of supporting young people with medical needs

Skills and Abilities:

- Proven ability to communicate effectively both orally and in writing
- Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety
- An understanding of the needs of SEND pupils
- Experience of reading and scribing for pupils.
- Knowledge of policies and procedures relating
- Calm and flexible approach
- Able to deal with sensitive and confidential issues objectively
- Experience of dealing with external agencies including social workers would be an advantage

Personal Qualities

- Team player
- Initiative
- Commitment to the role
- Positive approach and flexibility
- Commitment to CPD.



Working at Fulston Manor



Benefits

- A competitive salary for both teaching and support staff
- Annual Appraisal System with opportunity for progression
- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Cashback Health Scheme Membership
- Self-Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Free annual flu vaccination
- Access to training and development
- On-site Parking
- On site catering facilities for breakfast items and a full lunch menu.

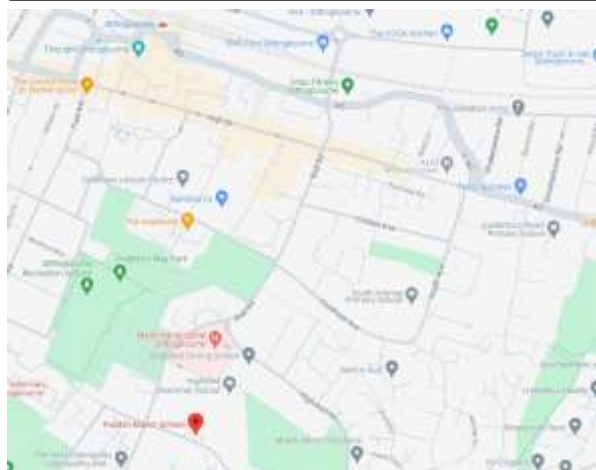


Wellbeing

- Employee Assistance Programme – Wellbeing and advice
- Respite Weeks—3 times a year
- Generous Holiday entitlement that increases on length of service



Finding Us



Fulston Manor School

Brenchley Road

Sittingbourne

Kent

ME10 4EG

01795 475228

recruitment@fulstonmanor.kent.sch.uk

Closest Train Station: Sittingbourne (South Eastern)
Approximately 20 minute walk

The Application Process



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 FMAT Application Forms can be sent by email to recruitment@fulstonmanor.kent.sch.uk or by post to the following address:

The HR Team
Fulston Manor School
Brenchley Road
Sittingbourne
Kent
ME10 4EG



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. Fulston Manor Academies Trust 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.

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

Further information & How To Apply



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.

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.



Applications are invited from experienced Teaching Assistants and candidates with relevant experience who possess the skills, enthusiasm, and commitment necessary to ensure our students succeed and develop in our nurturing community.

The starting date for this post will be September 2025. If you are interested and would like to apply please complete the school's application form and send this in to the Suzanne Francis, Trust HR & Business Director with a covering letter (email acceptable). **Applications by CV will not be accepted.**

For any further information, however, please do not hesitate to contact the school; you are, of course, most welcome to visit.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'.