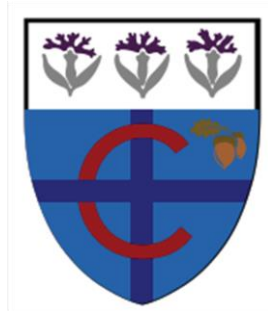




Teaching Assistant



Bishop Chavasse Primary School

Candidate Information Pack

Salary: £23,656 FTE

Days/hours: Mon, Tues & Thurs, Fri; 8.30am-3.30pm

Contract: Fixed term to July 2026.

Term time only + pro rata INSET.

Start Date: 27th October 2025 or ASAP

Applications Close: 3rd October 2025 at midday

Welcome

From Mrs Becks Hood, Headteacher

Dear Applicant,

Thank you for your interest in the post of Teaching Assistant at Bishop Chavasse Church of England Primary School. We are a two form entry primary school which opened in September 2017 as part of [Tenax Schools Trust](#).

Our dedicated and caring team has a wide range of experience, with some early in their careers and others able to mentor and support less experienced staff. Together with the Tenax Trust, we are a school at the forefront of developing new approaches to teaching and learning.

I hope that after reading the enclosed information, your excitement and enthusiasm for joining a school at such an exciting time will match my own. Our dedicated and caring team has a wide range of experience who are looking forward to working with the successful candidate.

Please visit our [website](#) to gain further insight into our school. If you share our passion for providing excellence in education, inspiring young people and helping them reach their full potential I would love to hear from you. If you would like to arrange a visit or telephone call ahead of submitting your application, please contact the school office on 01732 676040 or email recruitment@bishopchavasseschool.org.uk.

Kind regards,



Mrs Becks Hood, Headteacher

Vision and values of Bishop Chavassee Church of England primary school

‘Fulfilling our potential, achieving excellence together.’

At Bishop Chavassee School (BCS) we are dedicated to ensuring every child’s and every adult’s potential is fulfilled, so we may achieve excellence together. Our passion is to build inspiring foundations to support the development of the whole person in a safe, happy, Christian family. This is the key to how we live our lives at BCS.



School vision

At the theological root of Bishop Chavassee Church of England School’s Christian vision is the parable of ‘The Wise and the Foolish Builder.’

“The rain came down, the streams rose, and the winds blew and beat against that house; yet it did not fall, because it had its foundation on the rock.” (Matthew 7:25)

As a church school we believe that, like the wise man in the parable, those who are guided by the word of God in the bible and Trust in Him can become wise, compassionate and honest; be empowered to weather all storms, help one another flourish and make a difference in the world.

Bishop Chavassee School knows and values every wonderfully and uniquely created child and adult. Guided by our foundation as a Church of England school we establish firm foundations for our children to become resilient, curious, confident, community minded courageous advocates who flourish and thrive. We aim build on and support the development of the whole person in a safe, happy Christian environment.

We aim to inspire all in our school community to fulfil their potential through our high expectations and a broad, creative and inspirational curriculum; rich in opportunity to develop culture capital, have fun and partake in adventures. Everyone will develop an everlasting love of learning.



One of our prayer gardens at Bishop Chavassee

School core values

Our dedicated, passionate staff, supported by parents, governors and the Tenax Schools Trust are committed to nurturing our community to achieve excellence together in an environment where everyone is wise, Trustworthy and compassionate. We hope that pupils will be guided by our vision and supported in life through understanding the power of our values as they seek to make a positive difference to the world:

Wisdom Compassion Honesty



About Tenax Schools Trust

The Tenax Schools Trust - Who we are and what we stand for

Tenax Schools Trust is a Church of England multi-academy trust (MAT) that exists to provide outstanding education in both primary and secondary schools in Kent and East Sussex. Alongside Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools, the Trust will also include schools with no denominational ethos. While our Church of England schools place particular emphasis on teaching children and young people about Christian values, beliefs and traditions all of our schools subscribe to our underpinning educational, ethical and personal development principles. We value diversity and will preserve the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mind set approach that insists all students can make exceptional progress.
- We will deliver high quality teaching with a focus on achieving mastery of subjects from phonics through to the skills needed to play a musical instrument well.
- We value our staff because exceptional learning requires exceptional teachers. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice
- We will provide rich additional opportunities for all to build character and develop children and young people's moral, social and cultural awareness.

The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

Partnership & Wider Contribution

Tenax Schools Trust aims to offer schools wide opportunities for mutual support and partnership, in particular through the practical sharing of leadership, educational and pedagogical expertise, resources and joint professional development.

The Trust supports its local governing bodies in their important role of working with the Headteacher of each school to ensure high standards are maintained. Local governing bodies have a central role to play in preserving the identity of each school and building and maintaining strong links to the community it serves.

In its operation across Kent and East Sussex, Tenax Schools Trust has a close working relationship with both the Diocese of Rochester and the Diocese of Chichester. Likewise, The Trust collaborates with the local authorities of Kent and East Sussex in providing excellent educational opportunities for local children and young people.



Excellence together; transformative education for every child.

Bishop Chavasse Primary School - Teaching Assistant Role Description



Post Held: Teaching Assistant

Responsible to: Headteacher & SENDCo

Liaises with: Class Teacher, SENDCO and Headteacher

Grade: Kent Range 3

Hours: 8:30am – 3:30pm Monday – Tuesday / Thursday - Friday

Main purpose of job:

To work under the guidance of the class teacher and SENDCo, and within an agreed system of supervision, to implement agreed work programmes/intervention strategies with groups of pupils both in and outside the classroom and assist the teacher in evaluating their impact. This will also involve assisting the teacher in planning, and the management/preparation of resources. Full training will be provided.

Duties and Responsibilities

Support for pupils:

1. To aid pupils to learn as effectively as possible both in group situations and on their own.
2. To establish supportive relationships, supervise and provide particular support for pupils, ensuring their safety and access to learning activities.
3. Taking into account the learning support involved, to aid the pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
 - clarifying and explaining instructions
 - ensuring the child is able to use equipment and materials provided
 - assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation
 - helping children to concentrate on and finish work set
 - meeting physical needs as required whilst encouraging independence



- assisting with the development and implementation of Individual Education/Behaviour Plans and Personal and Intimate Care programmes, as per the Bishop Chavassee School intimate care policy.
 - developing appropriate resources to support the children
 - providing support for individual children inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
4. To establish a constructive relationship with the pupils and interact with them according to individual needs
 5. To promote the inclusion and acceptance of all children
 6. To set challenging and demanding expectations and promote self-esteem and independence
 7. To provide the necessary pastoral care to enable children to feel secure and happy
 8. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher

Support for teachers

1. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils
2. Monitor pupil's responses to learning activities and accurately record achievement as directed
3. Provide detailed and regular feedback about the children to the teacher
4. Contribute to the maintenance of children's progress records
5. Participate in the evaluation of the support programme
6. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine tests and undertake routine marking of children's work
9. Support class teachers in photocopying and other tasks in order to support teaching

Curriculum:

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
2. Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use

4. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum

Support for the school:

1. Understand and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the roles of other professionals
5. Attend and participate in relevant meetings as required
6. Where appropriate develop a relationship to foster links between home and school;
7. Liaise, advise and consult with other members of the team supporting the children as appropriate
8. Contribute to reviews of children's progress as appropriate
9. Set a good example in terms of dress, punctuality and attendance
10. Prepare and present displays of children's work as required
11. Undertake other duties from time to time as required by the Headteacher

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bishop Chavassee C of E Primary School Person Specification

Teaching Assistant

Accountable to: Headteacher & SENDCo

Criteria		
	Essential	Desirable
GCSE Maths and English to grade C or above or equivalent.	Y	
NVQ Level 3 for Teaching Assistants or equivalent qualification or willingness to work towards a relevant qualification		Y
Willingness to undertake additional training as part of their professional development e.g. the DfES Teacher Assistant Induction Programme	Y	
Good literacy, maths and communication skills- good interpersonal skills	Y	
Have necessary skills to manage and supervise a small group activities safely and be able to use a range of strategies to deal with pupil behaviour.	Y	
Other relevant qualifications- e.g. first aid, paediatric first aid, safeguarding,		Y
Current or recent experience of working with primary aged pupils in an education setting		Y
Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required.		Y
Working knowledge of relevant policies and codes of practice- e.g. Keeping Children Safe in Education, Safeguarding, health and safety, security, equal opportunities and confidentiality		Y
Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.	Y	
An enjoyment of learning, both that of others and your own	Y	
Ability to be pro-active about challenge and change	Y	
Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their Ability to use own initiative Personal resilience	Y	
Ability to use ICT to support learning		Y
Personal resilience	Y	

Guidance Notes for Applicants

Applications

Please send your completed application form to recruitment@bishopchavasseschool.org.uk or to Recruitment, Bishop Chavasse School, 2A Baker Lane, Tonbridge, Kent TN11 0FB.

We encourage you to visit or arrange a telephone call at our school before you apply. Any applicants who would appreciate an **informal discussion** with Mrs Billing, SENDCO/Assistant Head, should email the school office to book a mutually convenient time: recruitment@bishopchavasseschool.org.uk or telephone 01732 676040.

We look forward to receiving your completed application form.

Start date

This post is offered to start on 27th October 2025 or as soon as possible.

Position

This is a fixed term position until 17th July 2026.

Application Form

It is imperative that the application form is completed in full and where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

Supporting Statement

The application form asks for a statement in support of your application.

The selection panel will look to see how well you have focused your application on the school and the Trust's overarching vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of a brand-new school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant's suitability to work with children. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

If you are invited to interview you will be asked to bring documentary evidence of your relevant qualifications (excluding GCSE, "O" and "A" levels).

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications or SEN qualifications, please bring copies of these certificates to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare Disqualification Regulations 2009

Teachers working regularly with pupils in Year R are covered by the Childcare Disqualification Regulations 2009.

The school will need to ensure that they are not knowingly employing a person who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted.

Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- A full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- A full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)