



LEIGH
Academies Trust

Job Pack

Teaching Assistant
Leigh Academy Dartford

Introduction

Thank you for your interest in joining Leigh Academies Trust. This job pack is designed to give you a deeper understanding of who we are, what we stand for, and what you can expect as a valued member of our team.

Inside, you'll find key details about our Trust, the academy where the role is based, and the position itself. We've also included insights into our culture, values, and the many benefits of working with us. Whether you're an experienced educator or just beginning your journey in education, we hope this pack helps you see how your goals align with ours.

We're excited to learn more about you and we hope this pack helps you decide if this is the right opportunity for your next career step.

For further information and support on our hiring processes, please view our [Careers Page](#).

For any questions? Contact us on:
joinus@latrust.org.uk | 01634 412 263



Welcome from our CEO



Leigh Academies Trust (LAT) is one of the largest and most successful school groups in England. Starting in 2008 in Dartford, the Trust is now responsible for 33 academies of all types, educating over 24,000 pupils, employing almost 4,000 talented staff and with access to an annual income of over £250m. Our Ofsted track record is impressive. Currently, 56% of our academies are considered to be “Outstanding” whilst inspected as part of the Trust.

LAT has remained local with all of its academies located in the South East (Kent, Medway, Bexley and Greenwich), within a one hour drive across the South Thames Corridor. This helps us to share resources and expertise much more easily and offer abundant training and progression opportunities to staff. We invest heavily in our workforce and enjoy strong retention across all job roles. The Trust has embedded various advantages which mean that LAT is an excellent place to develop a career in education. This includes being a highly inclusive employer which celebrates the diversity of its workforce.

Our scale and experience means we have been able to develop several well-chosen approaches to running schools which we know work well. These include:

- A small school approach to education where larger academies are organised into colleges. This ensures high quality pastoral care for pupils.
- A world class digital strategy where all staff and pupils have their own device making teaching, learning and operations efficient and highly impactful.
- Disruption free learning and a “warm strict” approach to behaviour management so that teachers can teach and pupils can learn.
- An all-through International Baccalaureate curriculum equivalent in quality to some of the best fee-paying schools and grammar schools in the UK and further afield.

In addition, The Leigh Institute - which is part of LAT - is responsible for Kent and Medway Training, one of the region’s biggest initial teacher training organisations, a large teaching school hub called Thames Gateway and an accredited apprenticeship provider. This powerful organisation trains, develops and supports 1,000s of teachers, support staff and leadership teams across the region each year. Our future plans are found in our [Vision 2030](#), available on our website.

Simon Beamish, BA (Hons) MSc PGCE NPQH NLE
CHIEF EXECUTIVE



Our Benefits

At Leigh Academies Trust, we believe that our people are our greatest asset. That's why we offer a comprehensive and competitive benefits package designed to support your wellbeing, reward your contribution, and help you thrive both professionally and personally.

From continuous professional development and career progression opportunities to flexible working arrangements, health and wellbeing support, and exclusive staff discounts - you'll find that working with us is about more than just a job.

Explore our full range of benefits here: latcareers.org.uk/benefits

Our Mission: *Education for a better world*

At Leigh Academies Trust, our vision is to transform lives through education. We strive to ensure that every young person - regardless of background - has access to an outstanding education and the opportunity to thrive in an ever-changing world.

We are guided by four core values that shape everything we do:

- **We care** – about our pupils and their families through our human scale approach to education, our staff and their well-being and the world around us, driven by our high ideals and strong moral values.
- **We have boundless ambition** – to achieve excellence for all and create confident young adults with high levels of resilience and integrity.
- **We work together** – as one team because we are greater than the sum of our parts. We foster an enterprising culture through global collaboration with partners in business and education.
- **We keep getting better** – using our 'can-do' attitude and research informed approach to continuous improvement and innovation.

This shared vision unites our academies and teams, creating a strong, collaborative environment where staff and students can flourish.



Job Description

Job Title: Teaching Assistant

Reports to: Vice Principal

Location: Leigh Academy Dartford

Leigh Academies Trust is a highly successful multi-academy trust. Our model of education enables students to reach their full potential, transforming their lives and ultimately the communities in which they live.

Main purpose of role:

- To contribute to facilitating student access to the education system, assessing and supporting achievement and monitoring progress to attain the targets set within the National Curriculum and any individualised plans.
- To provide practical and developmental assistance to class teachers and leaders in the Academy in
- catering for the educational and personal welfare needs of students.
- To ensure a safe working environment for staff and students.
- To develop independent learners who are ready for the next stage of their education and future careers.

Key Responsibilities:

- To work alongside the class teacher, as directed, to deliver learning to support the academic achievement of all pupils.
- To support pupils within the learning environment, including those with special educational needs, to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils.
- To ensure all pupils' safety and access to learning activities, following any specific risk assessments where applicable.
- To provide teaching support in order to sustain the academic achievement of all pupils across the class and in small groups or individually and contributing ideas to planning along with evaluating activities.
- To work alongside and assist the teacher in monitoring progress by keeping records and maintaining special needs records as required, including those for tracking behaviour.
- To assist the implementation of any individualised plans for pupils, including bespoke interventions, and help monitor their progress.
- To lead the delivery of specific learning objectives and activities, adjusting them to meet the requirements of individual pupils, following support from the class teacher.
- To assist teachers in day-to-day classroom duties as required such as, but not limited to, preparation of the classroom, materials and displays to ensure exemplary teaching.
- To undertake specific duties as identified by class teachers/ leaders.

- As agreed by the Senior Leadership Team, be responsible for the delivery of learning without the class teacher being present, ensuring that high levels of behaviour and engagement are upheld.
- To work with other professionals, such as Speech Therapists and Educational Psychologists, as necessary.
- To build and maintain positive and constructive working relationships with pupils, families, multi-agencies, professionals and colleagues, to maximise pupils' development and maintain the overall ethos and vision of the school.
- To implement agreed school policies, aims and objectives and to promote the school ethos and vision.
- To reinforce the behaviour policy and aim to raise self-esteem and encourage independent working.
- To complete duties, on a rota basis, at break times, lunchtimes and transition times to ensure pupils' safety and promote their wellbeing.
- To assist with pupils who are unwell and provide first aid cover including intimate care in line with academy policies.
- To participate in in-service training and attend CPD.
- To undertake other duties from time to time as the Principal requires.
- To set an excellent example in terms of dress, punctuality and attendance in line with academy expectations.

It is important that the person appointed can support the ethos of the school and its way of working and be able to work under specific instructions from the Senior Leadership Team, Class Teachers, SENCO and Lead Practitioners.

The list of duties in this job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job, and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Safeguarding of students and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).



Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year 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/business unit at the reasonable discretion of the Principal/Academies Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.



Person Specification

As a Trust we seek to recruit talented individuals who can not only help to build the success of our academies but also people who are engaging and passionate about everything they do.

For the role of Teaching Assistant, we would expect candidates to demonstrate:

Qualifications and Training

Essential

- O'Level/ GCSE A-C pass grade/ new grade Level 4-9 in Mathematics and English

Desirable

- Have training in aspects of SEN i.e. Dyslexia

Experience and Knowledge

Desirable

- Experience working with children within a primary setting
- Experience working with children with special educational needs (SEN) in a primary school setting
- Knowledge and understanding of the different social, cultural and physical needs of pupils

Skills and Abilities

Desirable

- Excellent interpersonal and communication skills
- Creative and innovative skills in finding new solutions
- Effective organisational skills
- Excellent personal ICT skills
- Ability to inspire and motivate students

Personal Attributes

Desirable

- Appropriate role models of behaviour both in the classroom and around the academy
- Care for children, particularly those who find learning and managing their behaviour challenging
- Work effectively with colleagues and other adults within the wider community
- Passion for own continuous personal improvement

The post holder will also be expected to undertake any other tasks as reasonably required by the Principal or Governors to ensure the efficient and effective operation of the academy.

Apply

We're delighted that you're considering joining Leigh Academies Trust. To apply for this opportunity, please submit your online application via the job advert on our [current vacancies page](#).

We recommend taking the time to review the job description and person specification in order to also tailor your application to show how your skills and experience align with the role.

You'll need to have the following ready when applying:

- Personal details/contact information
- An up-to-date CV and/or personal statement
- Employment and education history
- Contact details for a minimum of 2 references

Join our Talent Network

If this is not quite the right opportunity for you, but you would like to stay in touch, you can join one of our Talent Networks today by [clicking here](#).

A member of the Recruitment Team will be in touch to help find the right role for you!

