



# **Teaching Assistant** **Permanent and Relief** **Recruitment Pack**





***"Together we engage, thrive and achieve"***

Executive Head Teacher: Lori Ann Mackey MA (Ed)  
Head of School Primary: Meena Malhi MA (Ed)  
Head of School Secondary: Emma Partington BA (Ed)  
Primary: Sidcup and Crayford Secondary: Belvedere

✉ [office@shenstone-tkat.org](mailto:office@shenstone-tkat.org)  
🌐 <https://www.shenstone-tkat.org/>



Dear Applicant

Thank you for showing an interest in the role of Teaching Assistant at Shenstone School.

We have devised this applicant pack in order to provide you with a glimpse of what makes us proud to be part of Shenstone School. Please take time to read through the literature provided and in addition we encourage you to explore the school's website and also pop along for the tour as detailed on the job advert page.

Our website can be found at [www.shenstone-tkat.org](http://www.shenstone-tkat.org) and contains further information such as: Our Vision and Values, Policies and Procedures, Health and Wellbeing, Curriculum Offer, School Development Plan, Ofsted report and results and virtual tours of the school.

The school has an ethos of ***"Together we engage, thrive and achieve"***. This is integrated into, and evident in, all we do at Shenstone and starts with the staff. Without the amazing and committed staff that we have, we would be unable to provide such a wonderful experience to our fantastic children.

If after reading through the applicant pack, you still feel as though Shenstone is the place for you, we welcome you to apply. To do so, please use your application to showcase your experience and how it reflects both the job description and person specification for the role. We also like to hear why you have chosen Shenstone School and what you can bring to this exciting role.

We hope that we have inspired you to apply to join the staff at Shenstone School, just as much our pupils inspire us with their individual achievements everyday.

If you require any help/support or have any questions, please do not hesitate to contact the school office on 01322 524145 or via e-mail [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org).

Yours faithfully

**Lori Mackey**  
Executive Head Teacher



2022-2025



Artsmark  
Gold Award  
Awarded by Arts  
Council England



## About Shenstone School

### Welcome to Shenstone from Lori Mackey - Executive Head Teacher

Shenstone School is an all-through school for children with severe or complex learning difficulties within the London Borough of Bexley. All pupils who attend Shenstone School have Education and Health Care Plans. We are one of two special schools within The Kemnal Academies Trust (TKAT).

Shenstone School is based across three sites: Sidcup, Crayford, and Belvedere. We will introduce a new secondary year group every year. By 2029-2030, Shenstone will accommodate children aged 3 -19 across our three school sites.

Every child is an individual, and as such, we diligently work as a school team and with wider multi-agency support teams to ensure that our curriculum delivery recognises this individual support, supporting each child with their life-long learning journey.

Paramount to our ethos is the belief in "support for all", which ensures that engagement with the pupils, their families, and our staff team is at the heart of all we strive to achieve. We work hard to ensure that Shenstone is a safe, happy, welcoming, and truly outstanding place where our pupils will thrive. Our school benefits from impressive facilities across all school sites, enabling us to offer a wide range of opportunities and activities to enhance learning both inside and outside the classroom.

Our pupils are amazing, and their progress is inspiring. Regardless of how big or small their successes are, we are very proud of the children and pleased to contribute to and support their achievements. The values and ethos of "together we engage, thrive, and achieve" are entwined through all that we do at Shenstone School.

"Trees grow and so do we"

..when asked about why the Shenstone Logo has a tree...  
Bryce, Year 7



Please visit our website (Welcome Page) or click the link below to view a video which showcases our amazing school: [Shenstone Showcase Video](#)

Staff at Shenstone School can access the following benefits: excellent induction and probation processes, comprehensive in-house training, competitive pension scheme, employee counselling services, vaccination programmes, on-site mental health first aid team and various other well-being and social activities.

We are very proud of Shenstone School and our achievements, which include autism accreditation through the National Autistic Society, The Wellbeing Award for Schools, Outstandingly Happy School status, Move Centre of Excellence Award, National Online Safety Certified School status, and we are also an accredited Arts Award Centre. We continue to expand with new ideas and initiatives to maintain and improve services for students and staff.

## Meet some of our Pupils and Staff





## About TKAT

Shenstone School is part of the TKAT academy (The Kemnal Academies Trust). TKAT is one of the largest Multi-Academy Trusts in the South and East of England, with 45 Primary and Secondary Academies in the TKAT Family. Our ultimate aim is to ensure we drive educational standards through the provision of outstanding teaching, leadership and learning for all. Our leaders focus on student progress and attainment and regularly share knowledge, insight and experience. We believe passionately in the power of collaborative working and actively promote school-to-school support.

Our students are at the heart of everything we do, and we strive to inspire learners and change lives as a result of our exceptional educational provision.

Via our website [www.tkat.org](http://www.tkat.org), you can read our Welcome Brochure, which gives lots of information about:

- Our journey so far
- Our vision and values
- Our governance
- Our Executive Team
- Our primary strategy
- Our secondary strategy
- How we support our Academies

### **Working for TKAT:**

In return for working for TKAT, as an employee, you will benefit from

- A wide variety of opportunities for professional development, including the potential to develop your career at more than one TKAT academy,
- Opportunities to work flexibly, where possible.
- Our support for your well-being at work, and
- The rewards of working to improve the life chances of our students.

## What we do well

The following statements have been obtained from staff via questionnaires or feedback requests.

Shenstone has provided me with so many opportunities for progression.

I have settled in well and look forward to coming in every day to work with the amazing team and children at Shenstone.

The induction I received was thorough and the staff on site have all supported me with my ongoing learning within the job.

**Shenstone is one big team**

I felt like I achieved so much.

It is a rewarding job with beautiful friendly staff and children.

I most enjoy working alongside amazing children and being part of a team.

**I LOVED WORKING AT SHENSTONE, THE STAFF WERE FRIENDLY AND THE CHILDREN WERE LOVELY.**

I like working at Shenstone, the SLT and all the staff are lovely.



## Job Advert

**Post Title:** Teaching Assistant

**Post Location:** Primary & Secondary School

Primary Sites: 94 Old Road, Crayford, DA1 4DZ  
St Andrews Road, Sidcup, DA14 4RX

Secondary: Halt Robin Road, Belvedere, DA17 6DW

*Please be aware that although you are normally assigned to one site, you may be asked to work at any of our sites. This ultimately depends on where vacancies occur and operational feasibility.*

**Contract Type:** Permanent or Relief Zero hours contract  
(Please specify if you are interested in Permanent or Relief on your application form)

**Hours/Weeks:** 5 days per week (30 hours) (9:00 a.m. – 3:45 p.m.)  
39 weeks per year (term time + training days)  
*Please be advised that successful candidates may be required to undertake 3 days staff training (potentially requiring additional hours) within their first 6 weeks of employment. 1 day will be for induction and 2 consecutive days will be for PRICE Training. We also advise that on staff training/inset days (school calendar accessible via the school website) additional hours could also be required so that relevant training is achieved. If relevant, this will be discussed further at interview.*

**Grade:** Bexley 05 (£15.68 per hour)

**Salary:** **£21,006 (Actual)** £29,436 (full-time equivalent)

**Post Start Date:** ASAP

**Tour** If you are interested in applying, we strongly encourage you to arrange a tour of our amazing school. To arrange this please e-mail [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org)

**Closing Date:** Open until filled  
We will be accepting applications until our positions are filled. If we fill all of our vacancies, we will close this advert prior to the latest date specified above and without further notice. If you are interested in this position, it is highly recommended that you apply as soon as possible upon seeing the advert.

**Interview Date :** TBC

## About the Role

We are looking for enthusiastic, engaging, empathetic and resilient candidates to join our fantastic and dedicated team at Shenstone School. You will be required to work as part of a team, under the direction of the Class Teacher/Cover Supervisor helping and supporting pupils with their emotional, social and cognitive learning.

You will use a variety of different techniques to motivate, engage and encourage the pupils to achieve their greatest possible outcomes. You will also be required to initiate and participate in games/activities, toilet/change where necessary and protect pupils safety and wellbeing.

If you are looking for a challenge and are able to support and encourage our amazing pupils with SEND to achieve their full potential in our specialist school setting, then we would welcome your application. The achievements of our pupils are extraordinary and will give you a sense of achievement when they make progress, however small.

It is paramount that you feel confident and resilient in working with pupils with challenging behaviour. As individuals, each pupil presents with different abilities and behavioural needs which vary from child to child.



## JOB DESCRIPTION

### Teaching Assistant

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name</b>                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Accountable to</b>           | The Class Teacher and ultimately the Executive Head Teacher                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Grade</b>                    | Bexley 05                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Job Purpose</b>              | To work under the direction of teaching and senior staff, to support access to learning for all pupils. Provide general support to the teacher and senior staff in all aspects of pupil's holistic development and wellbeing.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Key Area</b>                 | <b>Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Areas of Accountability</b>  | <ul style="list-style-type: none"> <li>• Work may be carried out in the classroom or outside the main teaching area.</li> <li>• To support the class teacher to ensure pupils progress in all areas, academically and socially.</li> <li>• To assist the class teacher in assessing and monitoring pupil progress.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>General Responsibilities</b> | <ul style="list-style-type: none"> <li>• Assist teachers to ensure pupils educational needs are developed through individual targets and bespoke learning journeys.</li> <li>• Assist teachers in creating an effective learning environments to ensure that pupils experience an enabling environment to suit their individual needs.</li> <li>• To support the teacher in preparing resources and setting up the learning environment to enable pupils to access the bespoke curriculum.</li> <li>• To ensure records and observations are carried out to support the class teacher in assessment for learning.</li> <li>• Assist teachers in assessing, monitoring and tracking progress through the Early Years Foundation Stage and the bespoke Shenstone Stepping Stones.</li> <li>• To maintain vigilance at all times in regards to all aspects of safeguarding. To follow reporting produces in line with school policy.</li> </ul> |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |  |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|--|
|                                 | <ul style="list-style-type: none"> <li>• Support pupils consistently whilst recognising and responding to their individual needs.</li> <li>• Ensure pupils safety at all times and follow pupils personalised plans e.g. behaviour plans.</li> <li>• In conjunction with the teacher set challenging expectations in line with their Education Health Care Plans (EHCPs).</li> <li>• Establish positive relationships with pupils, and interact with them according to individual needs.</li> <li>• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil's responses/needs.</li> <li>• Use strategies, in liaison with the teacher, to support pupils learning in all areas.</li> <li>• To promote independence and self-esteem providing feedback to pupils in relation to progress and achievements, in line with their developmental needs.</li> <li>• Act as a role model and contribute to the overall vision and ethos of the school.</li> <li>• Provide regular feedback to the teacher on pupil's achievement, progress, challenges etc.</li> <li>• Promote positive pupil behaviour, dealing promptly with conflict and incidents in line with established behaviour policy, through positive invention strategies.</li> <li>• To establish positive relationships with parents/carers</li> <li>• To carry out medical procedures according to Care Plans after training (e.g. asthma, epilepsy) as appropriate.</li> <li>• To carry out all pupil's personal hygiene requirements as necessary.</li> <li>• Attend and participate in regular meetings, training and other learning activities as required.</li> <li>• Assist with educational visits, swimming sessions and horse riding.</li> <li>• To be responsible for your own positive mental health and to support pupils and staff to be mentally healthy and aware.</li> </ul> |      |  |
| Signed member of staff          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date |  |
| Signed appraiser                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date |  |
| Approved Executive Head Teacher |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Date |  |

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post and the post holder may be required to undertake additional duties by the Head Teacher. It may be subject to modification and amendment at any time after consultation with the post holder.



## PERSON SPECIFICATION

### Teaching Assistant

|                               | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Desirable                                                                                                                                                                                                                                                                                                                      |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>         | <ul style="list-style-type: none"> <li>A* - C / 9 - 4 grade <i>(or equivalent)</i> in GCSE English and Maths.</li> <li>Excellent numeracy and literacy skills.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Teaching Assistant qualification.</li> <li>First Aid qualification.</li> <li>Safeguarding training.</li> </ul>                                                                                                                                                                          |
| <b>Experience</b>             | <ul style="list-style-type: none"> <li>Experience working with children.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>Experience of working as a TA.</li> <li>Experience working with children with SEND.</li> </ul>                                                                                                                                                                                          |
| <b>Knowledge &amp; Skills</b> | <ul style="list-style-type: none"> <li>Effective use of ICT to support learning</li> <li>Understanding of child development and learning</li> <li>Ability to relate well to children and adults</li> <li>Work constructively as part of a team</li> <li>Ability to work under supervision and independently.</li> <li>Effective time management and organisational skills.</li> <li>A holistic approach to the well-being and education of pupils.</li> <li>The ability to challenge and engage children in their learning through creative opportunities, with high levels of expectations of all learners.</li> <li>Ability and willingness to work collaboratively and supportively within the school team, with visiting practitioners and parents/carers.</li> <li>Be committed to your own professional development.</li> <li>Consistently reflect the highest levels of professionalism and act as a role model at all times.</li> </ul> | <ul style="list-style-type: none"> <li>Understanding of relevant policies/code of practice and awareness of relevant legislation including safeguarding</li> <li>General understanding of the Early Years Foundation Stage (EYFS) and school curriculum areas including engaging and cognitive learning strategies.</li> </ul> |



## **Offers of Employment**

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including:

- an enhanced DBS check and barring service check,
- verification of your entitlement to work in the UK,
- verification of relevant qualifications,
- receipt of 2 satisfactory references
- satisfactory pre-employment health clearance.
- We will also undertake an online search as part of our diligence.

## **Safeguarding**

TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full safer recruitment process, including an enhanced disclosure and barring service check.

## **Flexible Working**

TKAT recognises the value of enabling our employees to develop their career and balance this with their commitments and interests outside of work. In TKAT we promote flexible working practices and opportunities to promote a positive work life balance.

## **Our Commitment – Equity, Inclusion, Diversity and Belonging**

At TKAT, we are committed to Equity, Inclusion, Diversity, and Belonging. We embrace and celebrate differences, value individual experiences, aspirations, and achievements, and continuously learn how to grow better together. We actively encourage applications from candidates of all backgrounds, as we believe diversity strengthens our community and drives us forward.

## **Access to Interview**

Be Who You Are at TKAT - should you be selected and invited to interview please let us know if you require us to adapt the recruitment process to enable you to participate as your authentic self. We want applicants to be able to engage with us in ways that support who they are and we are committed to making adjustments within the recruitment process and within the workplace.



To apply for this vacancy, please download and fully complete the TKAT application form.  
Once completed please return to [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org)

Please be advised that references will be taken for all shortlisted candidates prior to interview and in accordance with the terms stated on the application form.

Only those shortlisted for interview will be contacted.