

Miers Court Primary School

Recruitment Pack Learning Support Assistant Apprentice



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



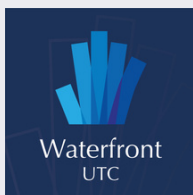
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



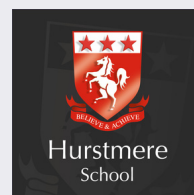
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



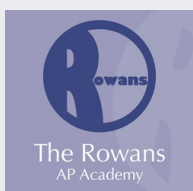
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to Miers Court Primary School



We are a happy 2 form entry Primary and are proud of our reputation as a friendly and caring place where children are encouraged to be the very best they can be in all aspects of school life. Our children have a strong voice here; from our School Council to our House Captains, pupil leadership is highly valued and there are lots of opportunities for children to contribute to our school community.

Our School Values form the acronym STARS: Self-belief, Togetherness, Aspiration, Resilience and Success, and these are woven into all that we do. They inspire our children to keep ***"Shining Bright, Aiming High"***, our school motto.

Our curriculum is aimed at sparking the children's interest and allowing their curiosity to grow. Through the opportunities that the curriculum offers and our promotion of life-long learning skills, we aspire for the children to build their independence and resilience and to have a sense of pride in all of their learning.

Mrs Fordyce, Principal



NOR
422



Age Range
3-11



PP
17.1%



FSM
17.1%



SEN
24.4%



EAL
7.6%

Job Description

Job Title:	Learning Support Assistant Apprentice
Contract Type:	Part time, Fixed Term, Term Time Only (12-18 month duration)
Remuneration:	Apprentice National Minimum Wage

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the school's policies under the direction of the Headteacher. The post-holder is required to fully support the vision, ethos and policies of the school.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity;

have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder is expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career.

It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.

All Staff must have proper and professional regard for the ethos, policies and practices of the school in which they work, and maintain high standards in their own attendance and punctuality.

Apprenticeship:

- Qualification in Teaching Assisting & Learning Support
- Opportunity for permanent position upon successful completion
- 1 day per week outside of work for study/coursework

Key responsibilities:

- To support individuals and groups of pupils to help them learn
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.

Teaching Assisting & Learning Support:

- Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
- Work with teachers to assess the needs of individual children
- To develop knowledge of a range of learning support needs relevant to the school
- To develop an understanding of the specific needs of pupils to be supported
- To manage pupils as advised by the classroom teacher
- To establish a warm and supportive relationship with the pupils concerned

- Work with the SENCO/Inclusion Lead and other teachers to implement the EHCP and develop resources for pupils for have: English as a second language, speech of language impairments, or behaviours that interfere with learning and/or relationships
- Plan and facilitate small group teaching
- Plan and undertake direction for one to one teaching and intervention
- Observe, record and feedback information of pupil performance
- Assist in creating materials for curriculum delivery and display boards
- Assist with whole class teaching and cover the class teacher where appropriate
- Assist with behaviour management within and outside of the classroom
- Assist pupils' achievement outside of the classroom eg. computer lab, library.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> Maths & English GCSE or equivalent Grade C and above 	<ul style="list-style-type: none"> First Aid Training Evidence of Ongoing Professional Development
Experience	
<ul style="list-style-type: none"> Knowledge and experience of working with children Experience of establishing successful learning relationships with a variety of pupils at the relevant age 	<ul style="list-style-type: none"> Experience of working within the academy or education sector
Knowledge and Understanding	
<ul style="list-style-type: none"> Maintain pupil and family confidentiality Attend regular meetings as and when required Training and equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards 	<ul style="list-style-type: none"> Knowledge of child protection, safeguarding policies and Early Years Framework and Development Matters Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards
Characteristics and Competencies	
<ul style="list-style-type: none"> Good communication skills including written and oral Good numeracy and literacy skills 	

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| <ul style="list-style-type: none">• Competent with computers and other technology• Good administrative and organisational skills• Ability to promote the school's aims positively• Ability to create a happy, challenging and effective learning environment• A solution-focused mindset and determined "no-excuses" approach to raising standards• A personable nature to build effective relationships with parents and all members of the school community• Ability and keenness to promote the school's positive culture and ethos• Understands the importance of confidentiality and discretion. | |
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