



# **Senior Teaching**

# **Assistant**

# **Applicant Pack**





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

**Executive Head Teacher: Lori Ann Mackey MA (Ed)**

**Head of School: Meena Malhi MA (Ed)**

**Head of School: 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 interest in the **Senior Teaching Assistant** position at Shenstone School. This position is based at our Secondary site in Belvedere, however, we ask you to bear in mind that we are an all-through school and have two primary provisions, which you may also be required to work at in the future.

We have devised this applicant pack to give you a glimpse of what makes us proud to be part of the Shenstone School community. Please take time to read through the literature provided. In addition, we encourage you to explore the school's website and take a tour, as detailed on the job advert page.

Our website, [www.shenstone-tkat.org](http://www.shenstone-tkat.org), contains further information about our vision and values, policies and procedures, health and wellbeing, the Shenstone curriculum offer, School Development Plan, Ofsted report, and a video about our fantastic school in general.

The school has an ethos of ***"Together we engage, thrive and achieve"***. This is genuinely embedded into all we do at Shenstone, and it begins with the staff team and the passion, commitment and dedication they offer. Without our fantastic and dedicated staff, we could not provide such a wonderful experience to the exceptional Shenstone children.

If, after reading through the applicant pack, you still feel that Shenstone is the place for you, we welcome you to apply. Please use your application to showcase your experience and how it reflects the role's job description and person specification. We would 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 as our pupils inspire us with their achievements every day.

If you require any further information or have any queries, please do not hesitate to contact the school office at 01322 524145 or via email at [hr@shenstone-tkat.org](mailto:hr@shenstone-tkat.org).

Yours faithfully

**Lori Mackey**  
**Executive Head Teacher**



Artsmark  
Gold Award  
Awarded by Arts  
Council England



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

## 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 our newly opened secondary school in Belvedere. Our Secondary provision grows every year as we introduce new year 7 pupils, and by 2029-2030, Shenstone will accommodate 300 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 exceptional, 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 & 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

<b>Post Title:</b>	<b>Senior Teaching Assistant – Secondary</b> <i>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.</i>
<b>Post Location:</b>	<b>Secondary School:</b> Our secondary provision is based in Belvedere. <b>Primary School:</b> We have two primary sites based in Crayford and Sidcup.
<b>Contract Type:</b>	<b>Permanent</b>
<b>Hours/Weeks:</b>	5 days per week (30 hours) (9:00 a.m. – 3:45 p.m.)/39 weeks per year (term-time plus training days)
<b>Salary:</b>	<b>£23,214.45 (Actual) £32,535 (full-time equivalent) Bexley 7</b>
<b>Post Start Date:</b>	ASAP
<b>Tour</b>	We strongly encourage you to arrange a school tour so that you can meet our wonderful pupils. This will also provide an opportunity for you to ask any questions and ensure that Shenstone is the right environment for you. Please email <a href="mailto:hr@shenstone-tkat.org">hr@shenstone-tkat.org</a> to book a tour.
<b>Closing Date:</b>	Friday 13 <sup>th</sup> February 2026 at midnight.
<b>Interview Date:</b>	Week commencing 23 <sup>rd</sup> February 2026

## About the Role

We are seeking enthusiastic, engaging, empathetic and resilient individuals to join our fantastic and dedicated team at Shenstone School as a **Senior Teaching Assistant**.

In this role, you will work closely alongside the Class Teacher, supporting lesson planning, preparing resources and, when required, delivering lessons in the teacher's absence. Using your experience and knowledge of SEND, you will help guide and support a team of Teaching Assistants, working collaboratively to motivate, engage and encourage pupils to reach their full individual potential.

At Shenstone School, the achievements of our pupils are truly extraordinary. Progress may be small, but every step forward is meaningful — and seeing that progress will bring a genuine sense of achievement and purpose to your work.

You will need to feel confident, calm and resilient when supporting pupils who may present with challenging behaviour. Every child is unique, with their own abilities and behavioural needs, and your flexibility and understanding will be key to helping them succeed.

The role is varied and active and includes participation in a range of education focused initiatives, games and activities e.g. swimming. You will also be required to carry out personal care duties e.g. toileting.

If you are passionate about making a real difference in the lives of children with additional needs and thrive as part of a supportive and committed team, we welcome your application.





## JOB DESCRIPTION

### Senior Teaching Assistant - Shenstone Secondary

<b>Accountable to</b>	Class Teachers and Senior Leadership Team
<b>Grade</b>	Bexley 07
<b>Job Purpose</b>	<p>To provide PPA cover across all classes at Shenstone Secondary School (but must be willing to work across all sites if necessary). Working closely and under the guidance of Class Teachers/Senior Leaders to implement agreed work programmes to classes, groups or individuals within any learning environment. Assist Class Teachers/Senior Leaders where necessary in planning, management/preparation of resources and reporting on pupil progress in accordance with school policies.</p> <p>This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources. Staff may also supervise whole classes during the short-term absence of teachers.</p>
<b>Key Area</b>	Carry out all duties and responsibilities in accordance with school policies and procedures and statutory requirements.
<b>Areas of Accountability</b>	<ul style="list-style-type: none"> <li>Support teachers in ensuring pupils' continuing educational development by use of specialist skills/training/experience and through establishing constructive relationships, assisting with the development and implementation of Individual Education/Behaviour Plans.</li> <li>Support teachers in lesson planning evaluating and adjusting such plans to fostering attractive learning environments to ensure that pupils spend their school life in stimulating surroundings.</li> <li>Support teachers in monitoring and evaluating pupils' responses to learning activities through observation and planned recording of activities so that pupils receive the maximum benefit from their education.</li> <li>Implement agreed teaching programmes adjusting as necessary to meet the needs to the pupils thus making effective use of opportunities and resources available.</li> <li>Determine the need for, prepare, and maintain general and specialist equipment/resources required to meet lesson plans/relevant learning activity.</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>Support pupils consistently whilst recognising and responding to their individual needs ensuring their safety and encourage pupils to interact with others and to engage in activities.</li> <li>Promote independence and employ strategies to recognise and reward achievement of self-reliance, providing feedback to pupils in relation to progress and achievement.</li> <li>Establish productive working relationships with pupils, and interact with them according to individual needs, promoting the inclusion/acceptance of all pupils.</li> </ul>



- Acting as a role model and setting high expectations.
- Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- When directed to liaise sensitively and effectively with parents/carers as agreed with the Head / Head of School within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate to establish an appropriate learning environment.
- Contribute to reviews of systems/records as requested.
- Provide clerical and administration support for teacher.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake planned supervision of pupils' out of school hours learning activities, including school visits and trips.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate in regular meetings (including teacher meetings where requested), training and other learning activities as required.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- To carry out medical procedures according to care plans after training and authorisation (e.g. asthma, epilepsy, enteral feeding, oxygen, suctioning) as appropriate.
- To carry out all pupil's personal hygiene requirements as necessary.



## PERSON SPECIFICATION

### Senior Teaching Assistant – Shenstone Secondary

	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>• NVQ 3 for Teaching Assistants or equivalent qualification or experience.</li> <li>• Training in relevant learning strategies e.g. literacy, numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification.</li> <li>• Safeguarding training.</li> <li>• Specialise skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT etc.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with pupils or relevant age within the SEND environment.</li> </ul>	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Use of ICT effectively to support learning.</li> <li>• Full working knowledge of relevant policies/codes of practice/legislation.</li> <li>• Working knowledge and experience of implementing the relevant curriculum and other learning programmes/strategies.</li> <li>• Good understanding of child development and learning processes.</li> <li>• Ability to organise, lead and motivate a team.</li> <li>• Constantly improve own practice/knowledge through self-evaluation and learning from others.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.</li> <li>• Knowledge and understanding of safeguarding and its importance when working with children.</li> </ul>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Flexibility to assist teacher/school out of school hours if necessary e.g. parent's evenings.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Team Player</li> <li>• Can do attitude</li> <li>• Leadership skills</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.