

Miers Court Primary School

Recruitment Pack Higher-Level Teaching Assistant



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.

 <p>Platinum Workplace Wellbeing Award</p>	 <p>Subsidised Private Healthcare</p>	 <p>Free flu jabs every autumn</p>	 <p>Employee Assistance Programme with Free Counselling</p>	 <p>Mental Health First Aiders in all schools</p>
 <p>Early finish for teaching staff on Fridays for CPD/PPA</p>	 <p>Multiple routes into teaching</p>	 <p>Opportunities for collaborative CPD</p>	 <p>Trust-wide training and networking events</p>	 <p>Career Progression and upskilling opportunities</p>
 <p>Bespoke in-house Into Leadership Courses</p>	 <p>LGPS/TPS Pension Scheme & Generous Contributions</p>	 <p>Competitive salary with annual pay progression</p>	 <p>Early salary withdrawal with Access EarlyPay</p>	 <p>Minimum 25 days annual leave for full time staff, plus bank holidays</p>
 <p>Discounted hire of school facilities</p>	 <p>Cycle to work scheme</p>	 <p>Free car parking at each Trust site</p>	 <p>EV Charging across sites</p>	 <p>On site catering with a full lunch menu</p>
 <p>Discounted gym membership</p>	 <p>A diverse and inclusive workplace</p>	 <p>Staff referral scheme</p>	 <p>Flexibility for life events</p>	 <p>Annual Trust Awards</p>

We are happy to talk about flexible working.



Our Family of Schools



The Howard
School

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

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

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

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

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: Higher-Level Teaching Assistant

Contract Type: Part-time, Term-time only

Remuneration: NJC PayScale, grade C2 points 12-25

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 Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

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 the 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 should always conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

To complement the professional work of Teachers by taking responsibility of an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups and monitoring students and assessing, recording and reporting on students' achievement, progress and development.

Key responsibilities:

Support for Students

- Assess the needs of students and use detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the setting
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Contribute to, develop and implement Support Plans
- Support students consistently whilst recognising and responding to their individual needs

Support for Teachers

- Organise and manage appropriate learning environment and resources
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence
- Support the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement, etc
- Produce lesson plans, worksheet, plans etc
- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Administer and assess/mark tests and invigilate exams/tests

Support for the Curriculum

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs

- Deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Advise on appropriate deployment and use of specialist aid/resources/equipment
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds

Administration:

- Take register every session using the school system
- Prepare and produce resources for sessions
- Write reports on progress to be shared with parents & staff termly

Resources:

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email, Arbor)
- Be comfortable and capable of operating equipment in line with health and safety policies and procedures
- Determine the need for, prepare, and maintain general and specialist equipment and resources
- Help students access specialist learning resources as required
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students

Additional duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students 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. It will be reviewed regularly 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 at the reasonable discretion of the line manager.

An Enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

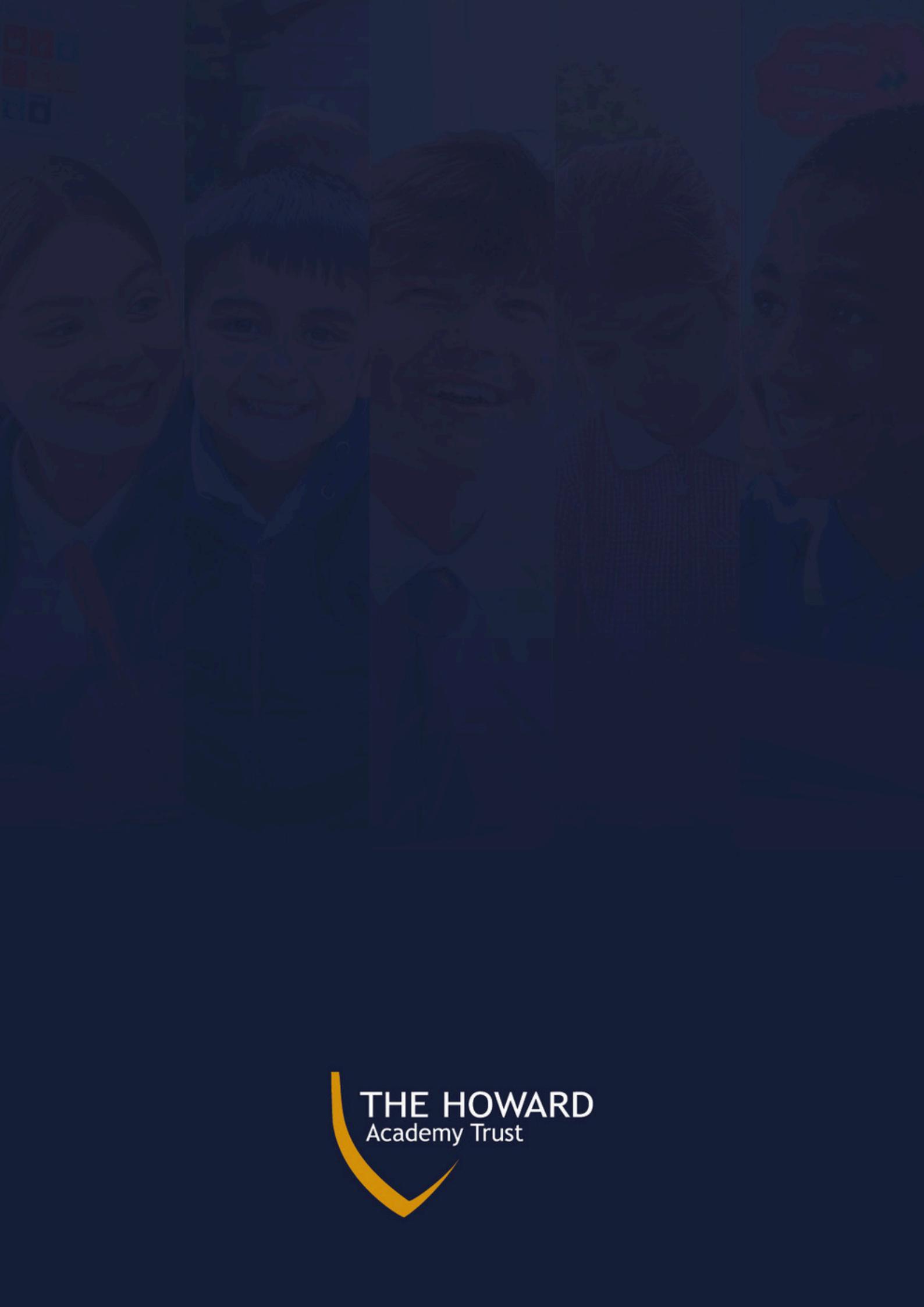
Person Specification

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 aboveCertified HLTA training	<ul style="list-style-type: none">Evidence of ongoing professional developmentFirst aid Training
Experience <ul style="list-style-type: none">Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email, Arbor)Be comfortable and capable of operating equipment in line with health and safety policies and proceduresDetermine the need for, prepare, and maintain general and specialist equipment and resourcesHelp students access specialist learning resources as requiredKeep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students	<ul style="list-style-type: none">Experience of working within the academy or education sector
Knowledge and Understanding <ul style="list-style-type: none">Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email, Arbor)Be comfortable and capable of operating equipment in line with health and safety policies and proceduresDetermine the need for, prepare, and maintain general and specialist equipment and resourcesHelp students access specialist learning resources as requiredKeep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students	<ul style="list-style-type: none">Knowledge of child protection and safeguarding policiesKnowledge of Child Development and learning processesSound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards

Characteristics and Competencies

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email, Arbor)
- Be comfortable and capable of operating equipment in line with health and safety policies and procedures
- Determine the need for, prepare, and maintain general and specialist equipment and resources
- Help students access specialist learning resources as required
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students
- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email, Arbor)
- Be comfortable and capable of operating equipment in line with health and safety policies and procedures
- Determine the need for, prepare, and maintain general and specialist equipment and resources
- Help students access specialist learning resources as required
- Keep up-to-date knowledge of the range of external agencies and opportunities that can be used to provide extra support for students



THE HOWARD
Academy Trust