



# The Abbey School

## Recruitment Pack Teaching Assistant (SEND Department)



# 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 &amp; 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 The Abbey School



The Abbey School joined THAT on 1st April 2023, after celebrating the school's best academic results ever in 2022. The Abbey School is a mixed secondary school with a thriving population of over 1100 students. We believe that school should be a place where young people can discover and develop their own individual talents. This means an education that is structured around the individual strengths and needs of each child.

At the end of their time with us, we aim for all our young people to leave the school confident, happy and well equipped to take their place in employment or further education. We are particularly proud of the support structures that exist within the school which we continually enhance. Our students acquire not only an excellent foundation in learning, but also attributes such as resilience, leadership, creativity and team-working skills.

Aspiration at The Abbey School does not only mean wanting to do well in tests or gaining qualifications. It refers to the broader sense of accomplishment gained through personal development and through participation in a large variety of opportunities offered to our students. Our school emphasises the importance of working collectively both within the school and with local partners.

When you visit our school, I am sure that you will recognise not only the warm welcome of our students but also their enjoyment and passion for learning. Our school motto, ***“Be The Best You Can Be”***, reflects our educational values. It is inclusive of all that belong to our community, and it is our aim that all members of our school show respect for one another.

*Dr Speller, Principal*



NOR  
1121



Age Range  
11-19



PP  
34.3%



FSM  
35%



SEN  
14.7%



EAL  
8.8%

# Job Description

**Job Title:** Teaching Assistant (SEND Department)

**Contract Type:** Permanent, Part-time

**Remuneration:** Kent Range Scheme, KSA - top point

## 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:**

The post holder will support students with Education, Health and Care Plans, delivering tailored interventions within the Specialist Resource Provision and mainstream classrooms. They will adapt learning to individual needs and collaborate with the SENCO, teaching staff, and external professionals to promote inclusive education.

## **Key responsibilities:**

- To support students, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress
- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment
- Ensuring the Specialist Resource Provision and resources are prepared on time as per the instructions of the Specialist Resource Provision Lead and SENCo
- Ensuring the classroom and resources are prepared on time as per the instructions of the Classroom Teacher
- Prepare or pre-teach students to ensure that they are able to fully engage with learning. This will include reminding them of previously learned strategies
- Provide, and as appropriate develop, additional resources, models or images to assist students with their learning
- Identify and signal transitions, preparing students for change
- Contribute towards evaluating student attainment and progress so that the information can be used to plan future learning activities
- Be fully aware of individual student targets and provide the necessary advice, support and guidance to enable them to be achieved
- Work with teachers to assess the needs of individual children
- Promote inclusion and acceptance of all students in the school, including those with SEN needs, working with the SENCo to deliver and implement the EHCP and develop resources for students who have: English as a second language, speech and language impairments, or behavioural issues which interfere with learning and/or relationships
- To manage and assist students as advised by the SENCo, SLT and/or Classroom Teacher, to include planning and facilitating small group teaching and intervention
- Ensuring students can effectively access their learning by simplifying or presenting work in a range of different ways
- Support assessment processes, monitor, record and report outcomes, amending work appropriately
- Assist with whole class teaching and cover for the class where required and appropriate
- Deliver behaviour management within and outside the classroom

- Attend to and assist with the care of students medical and personal needs to ensure their health and wellbeing is protected and a nurturing, safe environment is provided (any necessary training would be provided)
- To work to promote the vision and principles of the Trust and school, including delivery of any policies

**Administration:**

- Observe, record and feedback information on student performance
- Support the SENCo and/or Classroom Teacher with appropriate admin tasks which may include photocopying, recording of data, etc

**Resources:**

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Management Information System, Email)
- Assist with the creation of materials for curriculum delivery and display boards

**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
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"><li>GCSE Maths and English, minimum Grade C or equivalent</li><li>NVQ Level 3 in Childcare or equivalent</li></ul>	<ul style="list-style-type: none"><li>First Aid Trained</li><li>Evidence of ongoing Professional Development</li></ul>
<b>Experience</b>	
<ul style="list-style-type: none"><li>Experience of establishing successful learning relationships with a variety of students at the relevant age</li><li>Experience of the role in Teaching Assisting and Learning Support</li></ul>	<ul style="list-style-type: none"><li>Experience of working within the academy or education sector</li></ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"><li>Clear understanding of the role of parents and the community in school improvement and how this can be practiced and developed</li><li>The importance of culture and ethos and how this impacts on morale, high expectation and standards</li></ul>	<ul style="list-style-type: none"><li>Knowledge of child protection and safeguarding policies</li><li>Sound 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</li></ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"><li>Good communication skills in written and oral</li><li>Good numeracy and literacy skills</li><li>Competent with computers and other technology</li><li>Good administrative and organisational skills</li><li>Able to lead intervention sessions</li><li>Good team player and self-starter</li><li>Ability to create a happy, challenging and effective learning environment</li><li>A solution-focused mindset and determined “no-excuses” approach to raising standards</li><li>A personable nature to build effective relationships</li><li>Ability and keenness to promote the Trust’s positive culture and ethos</li></ul>	

<ul style="list-style-type: none"><li>• Understands the importance of confidentiality and discretion</li><li>• Ability to develop good personal relationships within a team, making an effective contribution to high morale</li></ul>	
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