

# Recruitment Pack

Applicant information

## Teaching Assistant – 1:1 support



# Contents

- Welcome from Headteacher John Vennart
- About us
- Safeguarding
- Our site
- Benefits of working at The Malling School
- Job description
- Person specification
- The application process
- How to find us



# Welcome from Headteacher John Vennart

Dear applicant,

Thank you for expressing an interest in a position at The Malling School. I hope this letter, along with the other documentation you find in the application pack and on our website, will encourage you to make an application.

It is a real privilege to be the Headteacher of The Malling School. Students, parents and staff are extremely proud of our school and the work that we do. The Malling School is a happy and caring place for young people to learn. We have fantastic facilities and an extremely talented team who are fully committed to our students. All our staff have the highest aspirations for our students and encourage them to have the confidence to believe in themselves.

We are fully committed to developing our staff at The Malling School. We have a very open and supportive strategy to improve teaching and learning. All teaching staff have regular developmental learning walks every term. Strengths and areas to develop are discussed in termly one to one meetings with line managers. We have no formal observations or grading of lessons and invest our training time into the long-term progress of all our teachers. Our strategy to improve outcomes for our students is not through short term unsustainable Y11 intervention but through continuing to improve our daily practice in every classroom for every year group. We aim to make every lesson count by challenging our students, planning carefully for misconceptions and teaching to the top.

We have a strong behaviour for learning policy at our school. All staff receive regular informal behaviour for learning training to ensure we are consistent in our application of the policy. Students are very clear around our high expectations of behaviour and attitude in every classroom. The key to the success of the policy is the proactive targeting of poor work ethic and low-level disruption by every teacher. Students that slow down the pace of learning are transferred by our senior leaders. All transfers from lessons are monitored and escalating sanctions and support are put in place for students that receive repeated transfers. We have an excellent behaviour hub that has been created to ensure that consistent support and sanctions are applied across all houses.

The leadership team ensures that all our improvement strategies are clearly communicated to staff, effectively piloted, evaluated and well thought through. Our key principle when introducing any new initiative is to ensure that there is no unnecessary workload and that it has a high impact on student progress. Staff and student well-being are extremely important to us at The Malling School and are a major part of our School Improvement Plan.

Our key work over the next two years is to improve outcomes of our students continuing to ensure that our school is a happy and caring place for young people to learn.

Please take some time to look at our website and get a feel for the kind of school we are, as we believe that fitting in with our philosophy is essential for you to be happy working at our school.

Thank you for taking an interest in our school and I hope that I have the opportunity to meet you soon.

Yours sincerely



John Vennart  
Headteacher

The Malling School

# About us

## The Malling School

We are a mixed 11-19 co-educational High School of 1,000 pupils serving the historic market town of West Malling and surrounding villages. The school is set in pleasant rural surroundings and has its own lake and extensive grounds. It was completely re-built in September 2007 and therefore has outstanding facilities.

West Malling is close to the county town of Maidstone and has excellent rail links to London and Ashford.

This is an exciting time to be joining the staff of The Malling School.

Our school is increasingly becoming the first-choice school for parents. As a result, we are currently oversubscribed. We have robust behavioural systems and Developmental Learning Walks, rather than formal observations. All of which allow a teacher to flourish and do what they do best – teach!

We provide a very supportive environment in which staff can further develop their skills and we ensure every new member of staff has access to a trained coach. With close teams of teachers and non-teachers working together we take a collaborative approach to school improvement and have a shared aim of providing the very best education for our pupils.

We offer an extensive and individualised training programme tailored around training needs identified by our staff. We encourage staff to take calculated risks in striving to be the very best and will never stifle innovation. Our philosophy is one where leaders are trusted to lead and teachers trusted to teach.



# Extract from our Safeguarding and Child Protection Policy

## Introduction

The Malling School (TMS) recognise our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding and promoting the welfare of children is everybody's responsibility and everyone has a role to play. All members of our community (staff, volunteers, governors, leaders, parents/carers, wider family networks, and pupils) have an important role in safeguarding children and all have an essential role to play in making our community safe and secure.

TMS believes that the best interests of children always come first. All children (defined in law and in this policy as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, sex (gender), ability, culture, race, language, religion or sexual identity or orientation, have equal rights to protection.

Staff working with children at TMS will maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff will always act in the best interests of the child and if any member of our community has a safeguarding concern about any child or adult, they should act and act immediately.

This policy applies where there are any child protection concerns regarding children who attend TMS but may also apply to other children connected to the school for example, siblings, or younger members of staff (under 18s) or children on student/work placements.

TMS recognises the importance of providing an ethos and environment within School that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

TMS recognises the importance of adopting a trauma informed approach to safeguarding; we understand there is a need to consider the root cause of children's behaviour and consider any underlying trauma.

Our core safeguarding principles are:

**Prevention:** positive, supportive, safe culture, curriculum and pastoral opportunities for children, safer recruitment procedures.

**Protection:** following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

**Support:** adopt a child centred approach and provide support for all pupils, parents/carers and staff, and where appropriate, implement specific interventions for those who may be at risk of harm.

**Collaboration:** with both parents where possible, and other agencies to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

The procedures contained in this policy apply to all staff (including temporary staff and volunteers) and governor and are consistent with those outlined in Keeping Children Safe in Education (KCSiE)

# Job Description

**Job Title: Teaching Assistant 1:1 Support**

**Grade: Kent Scheme (KSC)**

**Responsible to: Assistant Headteacher**

## **JOB PURPOSE**

Contribute to the management and support of pupils during learning activities. Establish and maintain relationships with individual pupils and groups. Provide cover supervision for whole classes where and when required. Review and develop own professional practice. Dealing with pupils' therapeutic, pastoral and personal care needs.

## **KEY TASKS**

- Implement structured learning activities/teaching programmes both in small group settings and individual tutorials and support pupils in accessing learning activities under the supervision of the class teacher or tutor, providing feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential.
- Manage classroom activities safely, ensuring that the physical learning space and the resources in it are conducive to pupil learning.
- Support student with accessibility of classrooms, adding desk heightening blocks where needed.
- Be able to use a range of strategies to deal with classroom behaviour and understand individual needs to ensure pupils' learning needs are met.
- Assist in the preparation and administration of exams including acting as a reader, amanuensis, and invigilator.
- Promote and supervise trips and activities designed to develop social skills, inclusion, and corporate identity as hours permit.
- Escort and support students who are engaged in off-site learning and extra-curricular clubs and activities as hours permit.
- Carry out lunch duties, as per the duty rota, issued by the senior leadership team.
- Support student in personal care including assisting with using the disabled toilet.
- Assisting student with typing for high demand activities and longer writing tasks.
- Supporting student in study periods to ensure they are up to date with homework/ class tasks
- Liaise with EHCP mentor as required
- Administer routine tests and undertake routine marking as directed, maintaining records as requested in order to allow the class teacher to concentrate on other activities requiring their professional input.
- Implement pastoral management programmes for pupils with emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.

- Be familiar with and comply with a full range of policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Lead lessons if a member of teaching staff is absent (small group setting)
- Timely and accurate preparation and use of specialist resources/ materials/equipment as required by staff/curriculum/lesson plans etc., whilst creating and maintaining a purposeful, productive, and safe working environment to ensure pupils' learning needs are met.
- Provide clerical/admin support and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc as directed, in order to support the class teacher in delivering the specific learning programme set for each child.
- Liaise with EHCP mentor regarding Physio and Occupational therapy for specific children and assist in delivering exercise regimes.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
- Undertake on-going training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.

### **Health & Safety**

- To promote and comply with the school's policies on Equal Opportunities and Health and Safety both in the delivery of services and the treatment of others

### **Safeguarding**

The Malling School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by The Malling School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

This job description reflects the policies agreed by the Governors. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time. This job description will be reviewed regularly and is an integral part of the appraisal and line management process

# Person Specification

## Teaching Assistant 1:1 Support PERSON SPECIFICATION

<b>Essential requirements</b>	<b>Desirable</b>
Qualified to Level 2 in English and Mathematics (GCSE or equivalent).	Qualification or significant experience working with students with SEND
Experienced in working with children in an educational setting.	A well-developed understanding of a specific area of SEND.
Knowledgeable about safeguarding, child protection, health & safety and confidentiality procedures.	Experience supporting exam access arrangements in line with JCQ guidance
Confident in supporting students with SEND and monitoring progress towards EHCP targets.	Experience delivering academic, social and emotional interventions
Proficient in Microsoft Office (including Word and Excel).	
Able to build positive, respectful relationships with young people and adults.	
Resilient, proactive and able to work both independently and as part of a team	
Committed to ongoing professional development.	



## Benefits of working at The Malling School

### Beautiful location

We are situated in the village of East Malling which is easily accessible by road and rail. The closest train station is East Malling with services to Ashford and London. Walking to school from the station takes 18 minutes. The school has free on-site staff parking, we also have a beautiful lake that can be accessed by staff at lunchtimes or for meetings in the summer months.

### Other benefits

- Local government and Teachers Pension scheme
- Kent Rewards Gateway access to discounts nationally and in the local area
- Employee Assistance Programme
- Ongoing commitment to Continuous Professional Development (CPD)
- Alongside our high-quality CPD program, every teacher benefits from a dedicated, trained coach who provides tailored feedback and one-to-one coaching. This bespoke support ensures our teachers make continuous improvements to their classroom practice, empowering them to deliver exceptional teaching and achieve outstanding outcomes for our students. Join us and experience a school where professional development is at the heart of everything we do.
- Free tea and coffee at breaktimes
- Use of school gym

## Staff Wellbeing Statement of Intent – 2025

Improved wellbeing for our staff is a key aim for The Malling School (TMS). Our staff are a precious resource, valuing them and their wellbeing is at the heart of our principles. As a school we have committed to the DfE Wellbeing Charter and use this to guide the wellbeing practices in our school.

Our staff benefit from an ongoing wellbeing strategy which focusses on:

- Workload
- Mental health
- Job Satisfaction
- Culture and Attitudes

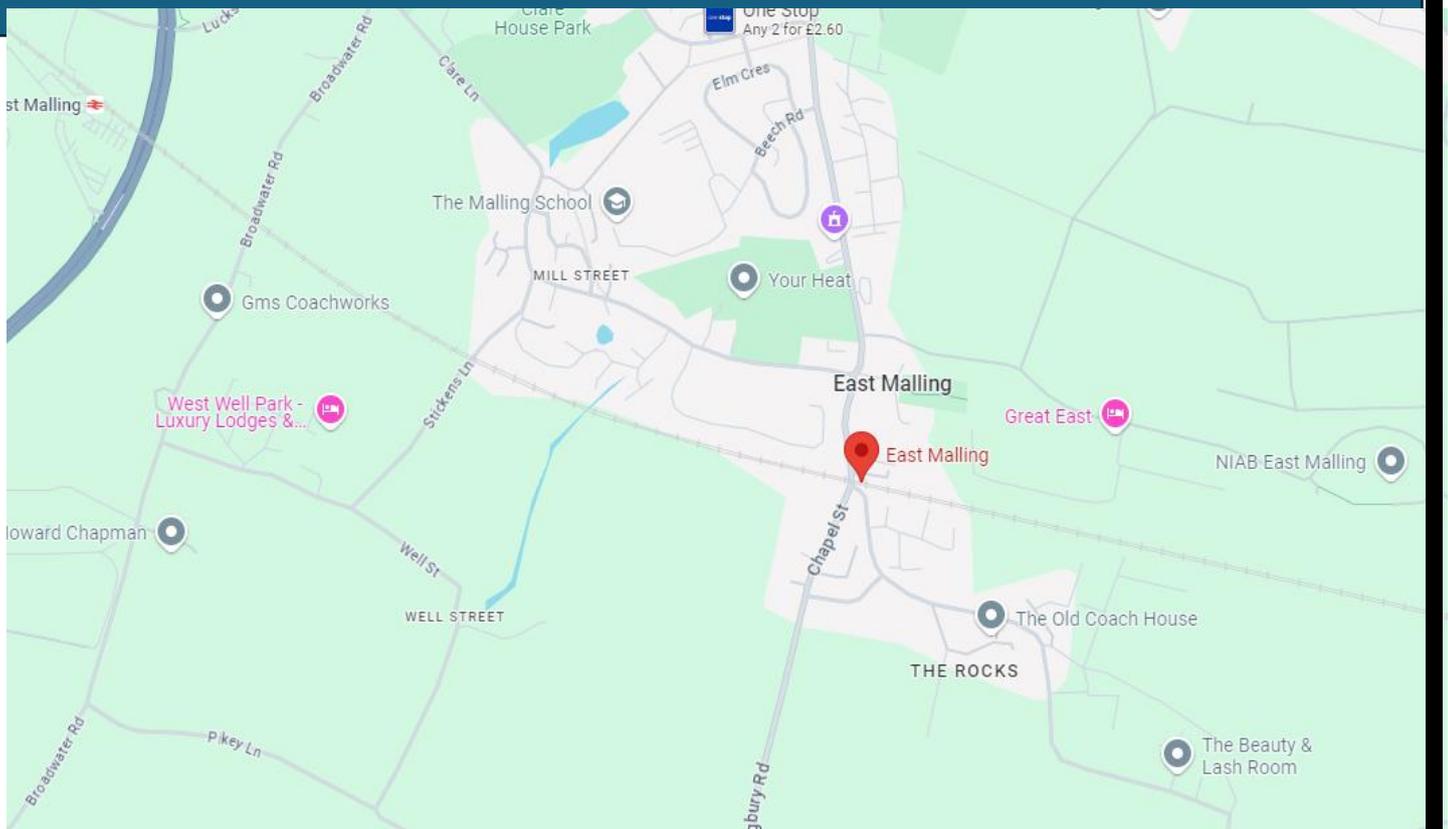
**Workload:** Is considered in every decision-making process. We do not ‘grade’ teachers and lessons, instead recognize good practice and positively support colleagues to progress and improve. We have a workload charter which details our guiding principles.

**Mental Health:** From an annual mental health survey we can collect feedback, positive and negative which is used to evaluate current support measures and introduce new ones when identified.

**Job Satisfaction:** Using induction, annual appraisal, CPD and internal opportunities for achievement and progress we manage to retain a high percentage of staff and add to job satisfaction. Salaries are matched to performance and job descriptions are reviewed annually and re-evaluated as appropriate.

**Culture and Attitudes:** The Malling School Way is well established in our school and embraced by staff as well as students. The key concept of being caring, determined and reflective ensures that all staff are treated with respect, consideration and care.

## How to find us



**Address**  
 The Malling School  
 Beech Road  
 East Malling  
 West Malling  
 Kent, ME19 6DH

**Telephone:** 01732 840 995  
**Email:** [office@themallingschool.kent.sch.uk](mailto:office@themallingschool.kent.sch.uk)  
**Closest train station:** East Malling 18 mins walk  
**Visitor parking on site**

## Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

All completed application forms must be submitted as directed in the job advertisement or sent either electronically to [HR@themallingschool.kent.sch.uk](mailto:HR@themallingschool.kent.sch.uk) or by post to the following address:

The Malling School  
HR Team  
Beech Road  
East Malling  
Kent  
ME19 6DH

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The school reserves the right to close any advert earlier than the published closing date and early application is therefore recommended.

After the shortlisting process has been completed candidates who have been selected for interview will be informed and provided with full details of the interview programme. If you have not heard from us within four weeks of the closing date for this post, you have on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Photo ID, such as passport or driving licence
- Evidence of current name and address
- As appropriate any documents evidencing any name changes
- Certificates of educational or professional qualifications as necessary and relevant to the role.

## Conditional Offer

Any offer of employment will be conditional upon the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Satisfactory online check in line with safer recruitment guidelines
- Satisfactory pre-employment health assessment
- Satisfactory completion of six-month probation period (where relevant)
- Satisfactory checks, as may be required in accordance with statutory guidance, if you have worked or been resident overseas in the previous five years.
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment. (please note this provision applies to any post requiring an individual to undertake teaching work such as unqualified teacher, Teaching Assistant or HLTA).

**It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.**

## **Retention of information**

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice for job applicants**

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school. We, The Malling School, are the 'data controller' for the purposes of data protection law. Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. Our workforce privacy notice is available from the school website or by email the school office; [office@themallingschool.kent.sch.uk](mailto:office@themallingschool.kent.sch.uk).

