



# Deanwood Primary School

Recruitment Pack  
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.



Platinum Workplace Wellbeing Award



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.

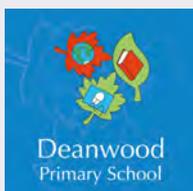
# Our Family of Schools



**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 Deanwood Primary School



Thank you for your interest in working at Deanwood. Our vision is for everyone at Deanwood to be **“Happy, Successful and Safe”**. We strongly believe that children who are feeling happy and safe in school will be keen to learn and will therefore be far more likely to make good progress both academically and emotionally.

As a one-form entry Primary School, we pride ourselves on being a close-knit community of learners where adults and children quickly get to know each other. Our key aim is achievement with enjoyment and our children are encouraged to participate in all aspects of learning.

The continuing upward trend of end of Key Stage results reflects the hard work and commitment of our experienced and settled staff working in partnership with governors, pupils and parents.

We aim to develop caring, confident, responsible individuals who are given the opportunity to reach their full potential, and grow in self-confidence. We are an inclusive school and strive to offer all of our learners an equal opportunity to succeed.

*Mrs Wright, Principal*

## About Deanwood Primary School

- A community primary school with a nursery provision. A large percentage of our children join us at the age of 3 and stay until the end of Year 6.
- The school has a spacious IT suite at its heart, and each classroom has an interactive whiteboard.
- A strong focus on developing a love of reading.



NOR  
250



Age Range  
3-11



PP  
24.4%



FSM  
24%



SEN  
16.8%



EAL  
8.8%

# Job Description

**Job Title:** Teaching Assistant

**Contract Type:** Fixed-term, Part-time

**Remuneration:** NJC pay scale, grade D2 points 4-11

## 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 support teaching and learning in the classroom by assisting the teacher in delivering high-quality education. The role involves working with pupils individually or in groups to support their academic, social, and emotional development, helping to create a positive, inclusive, and engaging learning environment where all children can thrive.

### **Key responsibilities:**

- Support the teacher in delivering engaging and effective lessons
- Work with individual pupils or small groups to support learning
- Assist in the preparation of classroom resources and activities
- Promote pupils' social, emotional, and behavioural development
- Help maintain a positive, safe, and inclusive classroom environment
- Support the assessment and monitoring of pupil progress
- Assist with classroom organisation and displays
- Supervise pupils during break times or school activities as required
- Work collaboratively with teachers and other staff members

### **Administration:**

- Observe, record and feedback information on student performance
- Support the 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></li> </ul>   |

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|--|--|
| <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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**THE HOWARD**  
Academy Trust