



The Rowans AP Academy

Recruitment Pack PE 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
1,500 Pupils on Roll
Located in Rainham, Kent



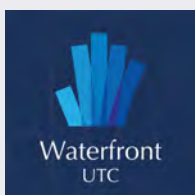
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



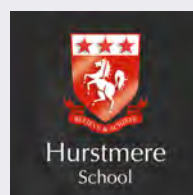
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



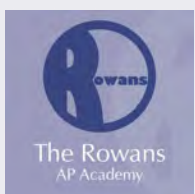
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



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 The Rowans AP Academy



The Rowans AP Academy is a provision which enables young people to change the direction of their lives. Through a trauma informed approach, positive relationships and a strong focus on our core values of kindness, commitment and resilience, all pupils have the opportunity to re-engage with education, taking ownership of their lives and their choices.

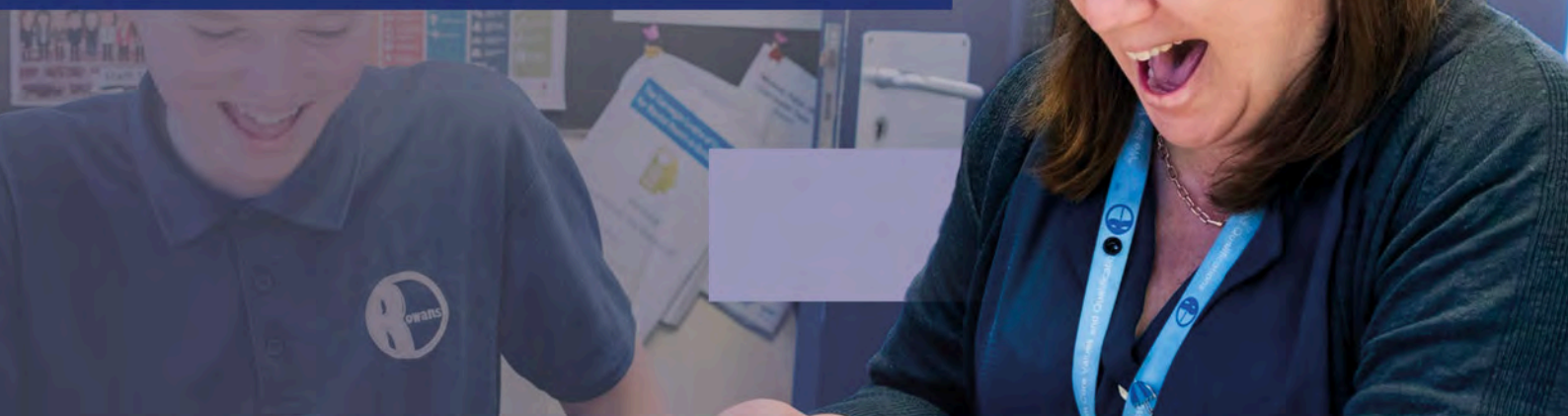
The Rowans AP Academy supports pupils who struggle with conventional education or, due to particular changing and often traumatic events in their lives, need a period of time in an alternative provision.

We offer alternative provision with a firm focus on supporting, engaging and raising the aspirations of every pupil. Through a bespoke combination of a challenging, engaging and progressive curriculum, a tailored interventions programme and cultural capital activities, we can ensure that every pupil has the opportunity to experience success and make progress.

Mrs May, Principal

Why choose The Rowans?

- Opportunity to work with small classes, with a focus on raising aspirations of every pupil.
- An Ofsted 'Outstanding' Rated school, with positive pupil/teacher relationships.
- A rewarding work environment, where you will help change the direction of our young people's lives.



NOR
93



Age Range
5-18



PP
65.6%



FSM
65.6%



SEN
25.8%



EAL
0%

Job Description

Job Title: PE Teaching Assistant

Contract Type: Part time, Permanent, Term Time Only +1 week

Remuneration: NJC D2 point 4-11 + SEN Allowance

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 the delivery of high-quality physical education by assisting teachers in PE lessons, promoting active participation, and helping students develop physical skills, teamwork, and confidence in a safe and inclusive environment.

Key responsibilities:

- Support the PE teacher in delivering engaging and inclusive physical education lessons
- Set up and pack away sports equipment safely and efficiently
- Encourage and assist students during activities, promoting teamwork and good sportsmanship
- Help manage student behaviour and ensure safety during lessons
- Support students with additional needs to fully participate in PE activities
- Assist with the organisation of sports events, clubs, and extracurricular activities
- Supervise students in changing areas, ensuring safeguarding and appropriate conduct
- Provide general administrative support to the PE department when required
- Promote healthy lifestyles and positive attitudes toward physical activity

Administration:

- Maintain and update student records for PE and extracurricular activities
- Assist with organising sports fixtures, trips, and consent forms
- Help prepare newsletters, notices, and display boards for the PE department
- Support the inventory management of sports equipment and kit
- Input data for fitness tracking, assessments, or reports
- Liaise with parents, staff, and external coaches or venues as needed
- Assist with creating timetables or rotas for clubs and activities
- Keep attendance records for lunchtime and after-school sports club

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 and English GCSE's at a grade C or above 	<ul style="list-style-type: none"> • First aid training • Relevant qualification in sport, coaching or child development • Further education or degree
Experience	
<ul style="list-style-type: none"> • Experience working with children/young people, ideally in a school or sports setting • Experience of establishing successful learning relationships with a variety of students at the relevant age 	<ul style="list-style-type: none"> • Experience of working within the academy or education sector
Knowledge and Understanding	
<ul style="list-style-type: none"> • A strong interest in sport, physical education and promoting healthy lifestyles • Physically active and able to support practical PE lessons • Clear understanding of the role of parents and the community in school improvement and how this can be practiced and developed 	<ul style="list-style-type: none"> • Knowledge of child protection and safeguarding policies • 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
Characteristics and Competencies	
<ul style="list-style-type: none"> • Good communication skills, both written and verbal • Organised, reliable and able to manage time effectively • Competent with computers and other technology • Able to lead sessions • Good team player and self-starter • Ability to create a happy, challenging and effective learning environment • A solution-focused mindset and determined "no-excuses" approach to raising standards <ul style="list-style-type: none"> • A personable nature to build effective relationships • Ability and keenness to promote the Trust's positive culture and ethos 	



THE HOWARD
Academy Trust