



# The Rowans AP Academy

## 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.

 <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**  
1,500 Pupils on Roll  
Located in Rainham, Kent



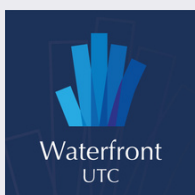
**Temple Mill Primary School**  
240 Pupils on Roll  
Located in Strood, Kent



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



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



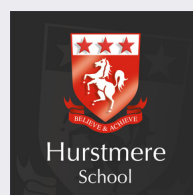
**Waterfront UTC**  
370 Pupils on Roll Rated  
Located in Gillingham, Kent



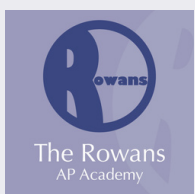
**Miers Court Primary School**  
410 Pupils on Roll  
Located in Rainham, Kent



**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.

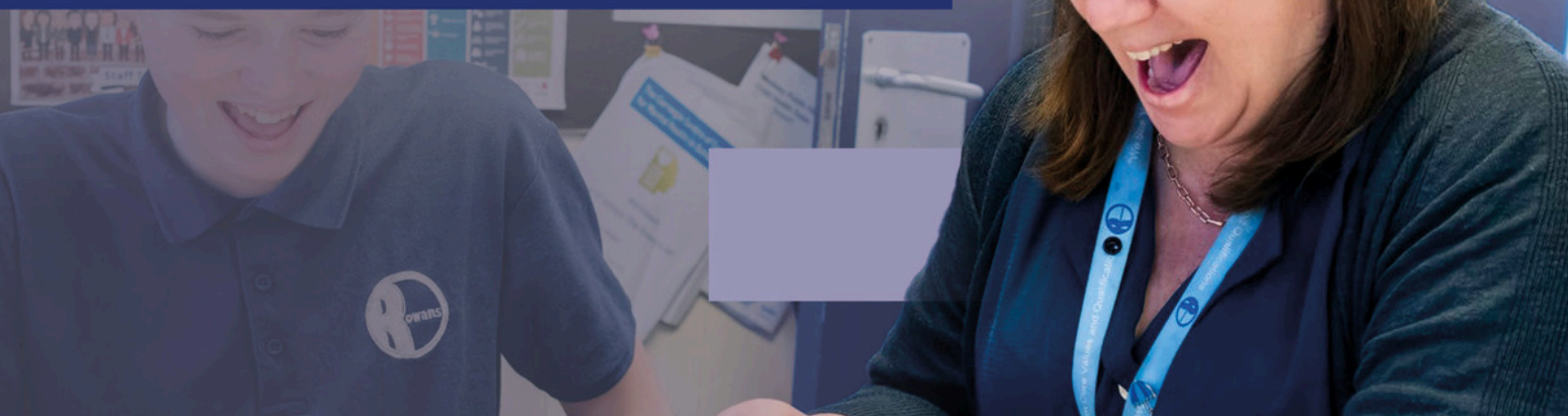
The Rowans AP Academy supports pupils who struggle with conventional education or, due to particular changing and often traumatic events in their lives, need a period of time in an alternative provision.

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.



# Job Description

<b>Job Title:</b>	Teaching Assistant
<b>Contract Type:</b>	Part Time, Permanent, Term Time Only +1 week
<b>Remuneration:</b>	NJC D2 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 students, parents, teachers and the school to establish a supportive and nurturing learning environment in which students make good academic progress.

## **Key responsibilities:**

- To support teachers, parents and other colleagues to help create an effective and purposeful learning environment
- 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, including 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 students
- Promote inclusion and acceptance of all students in school, including those with SEN needs
- Working with the SENCO/Inclusion Lead 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 classroom teacher and/or SLT, 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

**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>• Maths &amp; English GCSE or equivalent, Grade C and above</li> <li>• NVQ Level 3 in Childcare or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ongoing Professional Development</li> <li>• First Aid Training</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of establishing successful learning relationships with a variety of students/individuals at the relevant age</li> <li>• Experience of the role of assisting in teaching</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>• Maintain student and family confidentiality</li> <li>• Attend regular meetings as and when required</li> <li>• Training and equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> <li>• Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools</li> <li>• Clear understanding of the role of parents and the community in school improvement and how this can be practiced and developed</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 including 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>• Ability to promote the school's aims positively</li> </ul>	

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| <ul style="list-style-type: none"><li>• Ability to develop good personal relationships within a team; making an effective contribution to high morale</li><li>• Ability to create a happy, challenging and effective learning environment</li><li>• A solution-focussed mindset and determined “no-excuses” approach to raising standards</li><li>• A personable nature to build effective relationships with parents and all members of the school community</li><li>• Ability to keep up to date on relevant policies and procedures in line with the duties identified in the job description</li><li>• Ability and keenness to promote the school’s positive culture and ethos</li><li>• Understands the importance of confidentiality and discretion</li></ul> |  |
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**THE HOWARD**  
Academy Trust