

Miers Court Primary School

Recruitment Pack
Extended Services 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



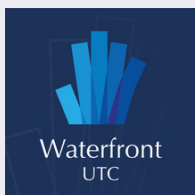
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



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



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



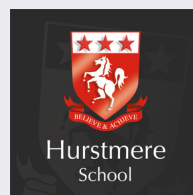
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



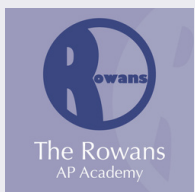
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



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 Miers Court Primary School



We are a happy 2 form entry Primary and are proud of our reputation as a friendly and caring place where children are encouraged to be the very best they can be in all aspects of school life. Our children have a strong voice here; from our School Council to our House Captains, pupil leadership is highly valued and there are lots of opportunities for children to contribute to our school community.

Our School Values form the acronym STARS: Self-belief, Togetherness, Aspiration, Resilience and Success, and these are woven into all that we do. They inspire our children to keep **“Shining Bright, Aiming High”**, our school motto.

Our curriculum is aimed at sparking the children’s interest and allowing their curiosity to grow. Through the opportunities that the curriculum offers and our promotion of life-long learning skills, we aspire for the children to build their independence and resilience and to have a sense of pride in all of their learning.

Mrs Fordyce, Principal




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422


Age Range
3-11


PP
17.1%


FSM
17.1%


SEN
24.4%


EAL
7.6%

Job Description

Job Title:	Extended Services Assistant
Contract Type:	Part time, Permanent, Term Time Only
Remuneration:	NJC E2 points 2-3

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.

Key responsibilities:

- To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.
- To provide full care for the children, including receiving and handing over safely from Teachers/LSAs to their parents or carers.
- Leading the day-to-day management and supervision of the breakfast and/or after-school club.
- Providing line management to the team worker, directing the work of staff based at the wrap around care and supervising their activity.
- To ensure that any injury or sickness of pupils is recorded, where appropriate administer basic first aid and record all details in the first aid book and to clean up after sickness of children.
- Working with the staff member to provide care as well as play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual developmental needs of the children.
- To support in removing and storing tables, benches, chairs and play equipment to storage areas.
- Liaising with parents to encourage parental involvement and support to the breakfast and/or after-school club.
- Provide advice and guidance to staff, students, parents/carers and others.

Administration:

- Observe, record and feedback information on pupil performance.
- Support the classroom teacher with appropriate admin tasks which may include: photocopying, recording of data etc.
- Implementing and regularly reviewing all policies and procedures of the wrap around club.
- Maintaining all records relating to the wrap around club in accordance with data protection and freedom of information legislation/regulations.
- Effectively managing the occupancy levels of the wrap around care and offering childcare places.
- Promoting and marketing the wrap around care to maintain occupancy and revenue streams.
- Developing professional working relationships with the Academy and all relevant professionals and authorities.
- Monitoring and evaluating the quality of the wrap around care.
- Attending termly meetings and preparing reports for the SLT.

- Carrying out any other duties that would enhance the work of the Academy's wrap around care.
- Contributing to the quality assurance process of the wrap around care.

Resources:

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

Management:

- This post does not have any management responsibilities.

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 & English GCSE grade C or equivalent • NVQ Level 3 in childcare or other relevant qualification 	<ul style="list-style-type: none"> • Evidence of ongoing Professional Development • First Aid Training • Degree or equivalent in childcare or other relevant qualification
Experience	
<ul style="list-style-type: none"> • Recent experience of working with children aged 4-11 years. • Experience of the role of a supervisor play worker • Working a part of a team 	<ul style="list-style-type: none"> • Experience of working within the academy or education sector • Coordinating and planning play opportunities
Knowledge and Understanding	
<ul style="list-style-type: none"> • Maintain pupil and family confidentiality • An understanding of good quality childcare • The ability to meet children's individual needs • Attend regular meetings as and when required • High degree of accuracy • Ability to manage time effectively to complete tasks to a high level • Ability to work both alone and within a team to achieve specified standards • Be flexible to changing demands of the post • To undertake any training relevant to the role 	<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"> • Excellent communication including verbal and written skills • Competent with IT and other software packages such as Word, Excel and 	

PowerPoint

- Good organisational skills.
- Ability to create a happy, challenging and effective learning environment
- A solution-focused mindset and determined “no-excuses” approach to raising standards
- A personable nature to build effective relationships
- Ability and keenness to promote the Trust’s positive culture and ethos
- A high level of integrity, confidentiality and discretion
- Ability to develop good personal relationships within a team, making an effective contribution to high morale
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THE HOWARD
Academy Trust