



**Teaching Assistant**  
**Regis Manor Primary School**  
**Information**



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# Welcome

Dear Applicant

On behalf of all the children, staff and governors, I'd like to thank you for your interest in the role at Regis Manor Primary School.

We are a school that likes to celebrate success at every level. Our children are hardworking, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Regis Manor is part of Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

Regis Manor was judged "Good" at its last Ofsted inspection in July 2023 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner who thrives on challenge, is passionate about improving the life chances of pupils, enjoys working as part of a team and feels confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you a school committed to your professional learning.

We look forward to receiving your application.

Yours sincerely



Mr M Perry

# Job Description

**Job Title:** Teaching Assistant  
**Grade:** SAT B  
**Responsible to:** SENCo

## **Purpose of the Job:**

To work alongside teachers and leaders to organise and support with the delivery of teaching and learning activities for classes, groups or individual pupils. The primary objective of this role is to achieve a positive whole-school impact by promoting our school values and implementing our agreed curriculum and approach to teaching and learning.

## **Key duties and responsibilities:**

- To ensure the safety and wellbeing of all pupils and to report any concerns in line with our child protections and safeguarding policy and protocols.
- Prepare and deliver specific learning activities to individuals or groups modifying and adapting activities as necessary under the direction and supervision of a teacher.
- To support the teacher with the teaching, supervision and pastoral care of a class in primary aged children.
- Under the supervision of the teacher, to assess, record and report on development, progress and attainment.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of pupils and use knowledge to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- To manage and deliver planned and structured interventions programmes for specific pupils, including those with special education needs.

## **Teaching Assistants in this role may also undertake some or all of the following:**

Contribute to the development and implementation of Personalised Plans for pupils including attendance at, and contribution to, reviews.

- Provide short-term cover supervision of classes.
- Support children's learning through play.
- Undertake 'gate' duties at the beginning and end of the day
- Assist with break-time and lunch-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Supervise or manage the work and development of other classroom support staff.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Liaise with external agencies on a regular basis.
- Provide pastoral care to pupils.
- Be responsible for pupils who are not working to the normal timetable.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Support with the administration of exams and tests.
- Be responsible for the presentation of displays and other aspects of the learning environment.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the school and at the discretion of the leadership team.

# Person Specification

<b>Qualifications</b>	<b>Essential / Desirable</b>
English, Maths and Science GCSE at grade C or above (or equivalent).	E
Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist areas; working at or towards professional standards for HLTA.	E
Evidence of other TA related qualifications and/or training courses.	D
Professional qualifications related to working with children of SEND.	D
Professional qualifications in supporting young peoples' wellbeing and emotional literacy.	D
<b>Experience</b>	
Successful relevant experience of working with children of relevant age within a learning environment.	E
Experience in supporting those with specific learning difficulties.	D
Knowledge of the EYFS, KS1 & KS2 curriculum.	D
<b>Skills and Abilities</b>	
Developed skills for communicating with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.	E
<b>Knowledge</b>	
Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.	E
Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEND.	D
Knowledge of strategies that support pupils with SEND.	D
<b>Personal Qualities</b>	
Willingness to learn.	E
Team player.	E
Initiative.	E
Commitment to the role.	E



# Working at Regis Manor Primary School

## Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Access to training and development
- Discounts with local and national retailers, cinemas and restaurants
- On-site Parking

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

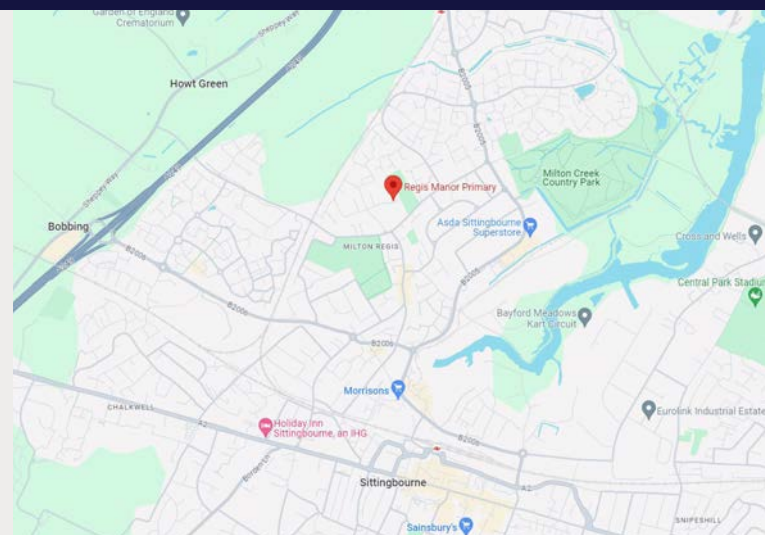
## Finding Us

**Regis Manor Primary School**  
North St, Milton Regis, Sittingbourne ME10 2HW

01795 472971  
rmpoffice@swale.at

**Closest Train Station: Sittingbourne Station**  
Approx. 23-minute walk or 13-minute Bus

**Closest Bus stop:**  
Sprotshill Close - 321, 347, 370(B,D,F,G,H,L,S,G,S), 647





## The 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.

Application forms can be found on the Kent-Teach website and applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to [rmpoffice@swale.at](mailto:rmpoffice@swale.at) or by post to the following address:

Mrs T Cook,  
Regis Manor Primary School,  
North Street,  
Milton Regis,  
Sittingbourne  
Kent  
ME10 2HW

## 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. Regis Manor Primary School may complete online checks of any candidates as part of the Shortlisting Process.

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 10 working days 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
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to 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, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- 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.



## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## **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**

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

