

Teaching Assistant Fordcombe CE Primary School

Candidate Information Pack

Salary: KR3 £24,513 per annum full time equivalent (actual pay
£15,336 per annum)

Contract: temporary to July 2027

27.5 hours per week, 38 weeks per year.

Start Date: 1 September 2026

Applications Close: Tuesday 4 August 2026 at midday

Welcome

From Mrs Julie Burton, Headteacher

Dear Applicant,

Thank you for your interest in the post of teaching assistant at Fordcombe Church of England Primary School. We are a half-form entry village school set in the beautiful Kent countryside near Tunbridge Wells and are part of [Tenax Schools Trust](#).

Our Christian vision, “inspiring every child to shine in God’s light”, shapes everything we do. Academic excellence matters deeply here. We share high expectations with staff, parents, carers and pupils working collaboratively to ensure that every child achieves well. But our school is more than just academic attainment. We are equally committed to something broader; helping children to discover their identity, explore their aspirations and develop values that will guide their lives well beyond their time at our school.

Our school is at the centre of the village, both in location and history. Our characterful Victorian building houses our school hall, whilst purpose-built classrooms and a dedicated library space provide calm learning spaces in which our pupils can excel.

As a teaching assistant at Fordcombe, you will support academic progress and the personal growth of the child or children you work with. You will be building confidence and independence as well as their knowledge and skills. This may require supporting children to become independent in personal care and life skills beyond the classroom door.

You will need to be able to thrive in a collaborative team, believe in the potential of every child, and want to support our children to discover who they are and explore who they want to become.

As part of Tenax Schools Trust we can offer access to increasing professional development opportunities.

Please visit our [website](#) for more information about our school and our community. If you share our passion for providing excellence in education, inspiring young people and delivering a transformative education to every child, I would love to hear from you.

About the post

This post is a temporary contract until July 2027, linked to additional funding for a named pupil. The hours of work are a total of 27.5 hours per week, working for 38 weeks of the year. The working pattern is 9:15 am to 3:15 pm Monday to Friday, with a 30 minute unpaid lunch break.

For more information about this role, please contact me at burton@tenaxschoolstrust.co.uk or our human resources team at hr@tenaxschoolstrust.co.uk

Please submit your application by midday on Tuesday 4 August 2026. Candidates will be invited to interviews in the week beginning XXXXXX

Kind regards,

Mrs Julie Burton, Headteacher



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About Tenax Schools Trust

Excellence together; transformative education for every child.

All Tenax schools have their own unique character and ethos, underpinned by our shared Trust vision; to achieve excellence by working together so that all may feel loved and liberated to serve a thriving society.

Across our trust, we work on the simple premise that schools are stronger together. We share a clear vision that places pupils, particularly the most vulnerable, and our staff at the centre of our work. Collaboration is not an add-on for us; it is the way we secure consistent quality and the way we help each other get better.

We believe that our values of courage, compassion and collaboration enable us to focus on the 'how'. How we do what we do, how we interact, how we lead and how we engage. Inspired by our Christian values and beliefs, we believe there is no limit to what can be accomplished for every child.

As a Church of England Trust we are legally and spiritually one body and one family of schools in which all are known, valued and loved. This commits us to providing a transformative education where we work together to ensure every child has the opportunity to excel inside and outside the classroom. We are ambitious for all and work collaboratively to consistently open doors of opportunity.

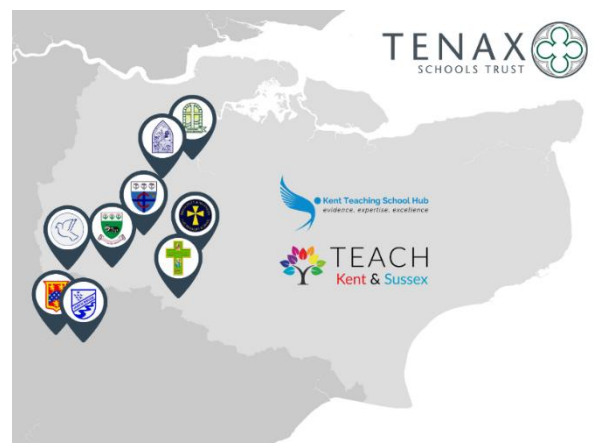
You can find out more about our Tenax values and vision on our [website](#).

Our schools and hubs

We are a strong and growing family of 7 primary schools, 1 secondary school, [Kent Teaching School Hub](#) and an initial teacher training provider, Teach Kent & Sussex. Our Trust includes Church of England and community schools, who are united by a shared ambition for our pupils. We welcome pupils and families from all backgrounds and from all faiths and none.

The Trust's secondary school, Bennett Memorial Diocesan School, is a Department of Education designated teaching school hub working with more than five hundred schools across Kent and neighbouring areas. This allows us to provide high quality professional development to support teachers and school leaders.

In partnership with Ambition Institute, our teaching school hub provides the Early Career Framework and the full suite of National Professional Qualifications (NPQs), for hundreds of teachers in the region. We also have our own initial teacher training provider, Teach Kent & Sussex, which trains teachers in partnership with primary and secondary schools both within the Trust and beyond.



How we develop our staff

As a Trust we are passionate about people development. Our staff are our best resource and as a result our ambition for our pupils requires a genuine commitment to professional development. This includes:

- Access to a range of professional networks, including our Leadership and Inclusion Networks
- Weekly structured professional development and instructional coaching for all teachers
- Opportunities to lead aspects of work across the Trust
- Opportunities to contribute to the work of the hubs, including ITT and NPQ delivery

Benefits

Our benefits package includes

- **Pension Scheme**
Our pension scheme ensures that you can plan for a secure financial future. All employees can be part of either the Teachers' Pension Scheme, or a Local Government Average Salary (LGPS) pension scheme. Benefits include life cover, lower tax, survivor benefits and ill health cover.
- **Flexible working**
Find balance with our flexible working patterns, strong line management and active commitment to staff voice. Tenax is a trust where people feel supported to do their best work.
- **Support**
At Tenax we have a shared commitment to each other as well as the organisation; we are not just a workplace but a community where people work together and support each other.
- **Expanding professional development programme**
The Trust gives access to exceptional professional development through partnerships with external agencies, and a blend of formal training such as NPQs ECF, bespoke in-house programmes, and instructional coaching for all teachers. Develop your skills and career with personalised instructional coaching and mentoring. Our trust-wide use of Steplab and experienced professionals will support your professional growth and develop career pathways within the Trust structure



Fordcombe CE Primary School Teaching Assistant Role Description

Post: Teaching Assistant

Salary Scale: KR3

Job Purpose: Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes. Providing one to one support when required for pupils with therapeutic, educational, behavioural and personal care needs.

Principle Accountabilities:

- Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
- Providing feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential, using the school mark scheme.
- Assist teacher with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips, swimming etc.).
- Support the pupils in accessing learning activities as directed by the teacher to enable pupils' progress towards their targets.
- Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
- Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic recording keeping in respect of pupil learning, behaviour management, child protection etc. (including liaising with therapists) as directed in order to support the teacher deliver the specific learning programmes set for each child.
- Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
- Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school fulfil its development plans etc.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
- Attend to pupils personal care needs and assist with the organisation of refreshments and mealtimes (this may include feeding pupils by gastric tube following appropriate training) to ensure pupils' wellbeing and health and safety.
- Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils' wellbeing, health, safety and learning needs are met.
- Provide support for the class teacher and colleagues in the manual handling and/or physical restraint of pupils to ensure pupils' wellbeing, health and safety is maintained, and assist with the development of hygiene, toilet training and general dressing programmes.

Necessary Experience

- Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literacy skills.
- Previous experience (1-2 years) of working with children.
- Specialist training such as Dyslexia, ASC, Social Communication, Speech and Language intervention, Manual Handling, Physical Restraint of pupils, feeding by gastric tube etc.
- Use basic technology (computer, IWB, photocopier)

- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- First Aid qualification.

Scope for Impact

- Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding.
- TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

Job Context

- TAs will be expected to work effectively with the whole class, individual pupils and/or small groups under the direction and supervision of a class teacher.
- They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

Since there is considerable overlap in the areas of responsibilities, it is expected that each person with specific responsibility can look to other members of staff for support and advice in the carrying out of that responsibility.

There is an expectation that all staff will support and maintain whole school achievements and awards.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the post holder.

Guidance Notes for Applicants

Applications

Please submit your application by midday on Tuesday 4 August 2026

Start date

This post is offered to start on Tuesday 1 September 2026.

Application Form

Application forms are available from the website.

Completed applications should be returned to HR@tenaxschoolstrust.co.uk.

It is vital that the application form is completed in full and, where possible, electronically signed. As you will be submitting your application form electronically, you will also be asked to sign the form should you be invited to interview. Submission of an electronic application, whether signed or unsigned, will be considered to be a declaration that the form is complete and accurate.

We also ask that you complete our Equalities Monitoring form at <https://forms.office.com/e/BXDscZLry8>

Any details provided in that form are not shared with those involved in the shortlisting or selection process and the data is used strictly for statistical and monitoring purposes.

Supporting Statement

The application form asks for a statement in support of your application. The selection panel will look to see how well you have focused your application on the school and the Trust's overarching vision and we would strongly encourage you to share with us what drives and motivates you as an individual, particularly in respect of your own teaching experience, and how you would apply this in the context of our school.

In addition, it will be important to relate your skills and knowledge to the person specification with supporting evidence that demonstrates how you meet the range of criteria.

Commitment to equality of opportunity

Tenax Schools Trust is committed to creating inclusive teams that represent a breadth of backgrounds, perspectives, and skills, and that can provide role models to all in our communities. If you think you meet the essential criteria for one of our roles, we would love to hear from you regardless of sex, age, disability status, ethnicity, gender, religion or sexuality.

Our aim is that every applicant for a position within our schools/Trust is considered against criteria which relates only to the requirements of the job. To that end, we are committed to providing equality and fairness for all.



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Where possible, we seek to facilitate flexible working opportunities.

Accessibility

Any candidate identifying as having a disability, or diagnosed with a neurodivergent condition is encouraged to contact the Trust to discuss any reasonable adjustments that would enable them to participate fully and with equal access to the selection process. Please advise us as soon as possible if you require reasonable adjustments to enable you to participate in this recruitment process. This may include alternative arrangements at the application or interview stage.

Please contact **Claire Isaacs, Director of HR at hr@tenaxschoolstrust.co.uk** regarding such needs.

Referees

As part of our commitment to Safer Recruitment practices we will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post, and will always ask employers to comment on an applicant's suitability to work with children. If you have been employed in your present school for less than three years, the Trust may wish to seek further supporting information from your previous employer(s).

Qualifications

If you are invited to interview you will be asked to bring documentary evidence of relevant qualifications.

The selection panel will ask to see the original certificate, and copies will be taken for your application.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you will need to complete a health statement that will be assessed by Tenax Schools Trust's Occupational Health Team.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure issued with the Trust as the employer. This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Childcare Disqualification Regulations 2009 (where applicable)

School staff working regularly with pupils in Year R are covered by the Childcare Disqualification Regulations 2009. The school will need to ensure that they are not knowingly employing a person



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who is disqualified under the 2009 Regulations in connection with relevant childcare provision. Accordingly, the successful candidate may be required to demonstrate to the school, by completing a self-declaration form as part of the pre-employment checks process, that they have not been disqualified under the 2009 Regulations.

If the preferred candidate is found to be disqualified under the 2009 Regulations, the offer of employment may be subject to the application by the preferred candidate to Ofsted for a waiver and the receipt of a waiver from Ofsted. Full guidance from the Department for Education about the Childcare Disqualification Regulations, the posts to which the regulations apply, and the criteria for disqualification can be found at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/528473/Disqualification_under_the_childcare_act_June2016.pdf

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- A full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- A full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another government department. (A document showing a temporary NI number would not be satisfactory.)

Candidates who are not a British or Irish citizen can prove their right to work with a share code, or immigration documents. For more information please see <https://www.gov.uk/prove-right-to-work>