

Ursuline College

Part of the Kent Catholic Schools' Partnership



Staff Application Pack

Teaching Assistant

Resilience. Integrity. Respect. Serviam. Aspiration.

Getting better never stops

Staff Application Pack

Letter from the Headteacher

Dear Applicant

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

Danielle Lancefield
Headteacher



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The Post

Operational Line Manager:	SENCo
Grade:	Kent Scheme B
Hours per week:	31.25
Weeks per year:	38 - Term time only

Ursuline College is situated in beautiful grounds; within easy reach of both Canterbury and Dover, with a fast train service to London. Any enquiries are welcome.

Ursuline College All Staff Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To be aware of and support difference, and ensure equal opportunities for all
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary in order to keep abreast of development

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Job Description

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Specific Duties and Responsibilities

Working under the direction and line management of the SENCo and/or Lead Teaching Assistant:

- Follow teachers' directions regarding support
- Liaise with class teacher as needed before, during and after lessons in order to help to facilitate good progress for pupils.
- Assist teachers in the differentiation of work for the pupils
- Assist in the preparation and maintenance of the learning environment.
- Support the learning activities of those pupils identified as having additional or special educational needs.
- To know and support the pupils' targets.
- Facilitate pupils' access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.
- Prepare and develop appropriate materials/resources for pupils' lessons in different formats (using ICT equipment if necessary) e.g. adapting/enlarging text/reading resources for accessibility.
- Develop literacy and numeracy skills – by scribing, paired reading, using concrete apparatus and any other relevant resources.
- Under the direction of the SENCO, support pupils with transition between key stages: primary transition from Y6 to Y7, Y9 options process, post-16 and post-18 destinations.
- Promote behaviour for learning – keeping pupils on task, developing positive relationships, modelling good behaviour, supporting school behaviour policy etc.
- Assist pupils in practical subjects.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Support pupils in small groups under the direction of the class teacher
- Under direction, support the implementation and delivery of specific programmes e.g. speech and language, physiotherapy, occupational therapy etc.
- Under direction, deliver interventions to support pupil progress e.g. reading, comprehension, spelling, handwriting groups etc.
- Administer routine tests and undertake routine marking of pupils' work.
- Ensure that pupils have full access to all areas of the school environment.
- Where necessary, to tend to pupils' personal care or physical needs as necessary.
- Undertake support activities outside of lessons e.g. break/lunch time supervision, homework/breakfast club etc.

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- Accompany pupils on off-site activities and external provisions e.g. school trips, placements, skills studio etc.
- Provide additional support for pupils who have alternative assessment arrangements including acting as invigilator, scribe, reader etc. for internal/external exams.
- Under direction, provide support for activities pertaining to the wider school community e.g. vaccinations, photographs etc.
- Provide clerical/admin support e.g. photocopying, printing, displays etc.
- To contribute to the implementation and review of IEPs and/or Provision Maps as directed by the SENCo
- Monitor the progress and performance of individual pupils and keep records relating to pupils supported.
- Assess the impact of support and provide information to SENCo
- Assist in gathering information to inform the AEN/SEN audit.
- Liaise with others on all aspects of needs, support and progress of the pupils.
- Actively promote all aspects of the school's AEN provision in a positive way.
- Provide a positive role-model in terms of timekeeping, dress code and work ethos.
- Support the maintenance management of health and safety in accordance with the health and safety policy.
- Contribute to the promotion and effective implementation of the school's AEN, Equality and Diversity Policies.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.

Other

A TA may be required to undertake any other reasonable tasks as required by the Headteacher.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.

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Person Specification:

Criteria		Essential Desirable	
Qualification/ Training	Educated to GCSE level or equivalent in English and Maths	✓	
	Achieved a Level 2 Supporting Learning in School qualification		✓
Specialist Knowledge and Experience	Has significant experience of working with pupils within the school context	✓	
	Has experience of working with pupils in a small group setting	✓	
	Has experience of working with pupils on a 1:1 basis	✓	
	Is able to develop literacy and numeracy skills in 1:1, lessons/small group work		✓
	Has experience of contributing to and reviewing IEPs and/or Provision Plans		✓
General and Personal Qualities	Is a positive role model	✓	
	Has good oral communication skills	✓	
	Has good written communication	✓	
	Has good interpersonal skills	✓	
	Has the ability to work with a range of partners both within the school and beyond in the wider community	✓	
	Is flexible in approach	✓	
	Is a team player	✓	
	Is able to work under own initiative	✓	
	Has a sense of humour	✓	
	Is committed to their own professional development to meet personal aspirations and the needs of the school	✓	

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Safeguarding and Safer Recruitment

Application Process

You are welcome to contact HR at HR@ursuline.kent.sch.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 9am Monday 14th September 2026

Interviews to be held on: To be confirmed

Start date: As soon as possible

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.

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Headteacher: Miss D Lancefield

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CEO: Mrs Annemarie Whittle