



# Job Pack

## Teaching Assistant

Main Location: Sevenoaks

Start date: ASAP

Term Time Only



**Weald of Kent**  
Grammar School

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## About Us

Weald of Kent is a selective Girls Grammar School for 11-18 year olds with a roll of approximately 1550 students including our co-educational 6th Form. The school is one of the highest performing schools in the Country. We aspire to excel at everything we do. Owing to our continued success we are thrilled to have been given permission by the Secretary of State to expand and mirror what we deliver at our Tonbridge site in a brand new Annexe in Sevenoaks, which opened in September 2017. In addition to the exciting new facilities, we have also invested in our Tonbridge site which now has a state of the art Sports Hall and university style 6th Form Study Centre. Both sites are situated in beautiful rural settings with far reaching views across the Garden of England with excellent transport links.

## Results

We are, once again, exceptionally proud of the magnificent performance that has led to some wonderful results both at GCSE and A level this year. 99.4% of students achieved 5 GCSEs grades 9 to 4 and A\* - C (including Maths and English). The average GCSE grade was above a Grade 7. We also enjoyed superb A Level results with 72% of our students achieving A\*-B grades. The cohort gained the highest A\*-A % for six years, at 38%. The average was a Grade B. Our aim is for students to achieve high academic results whilst still affording them a platform to extend their personal qualities, talents and interests.

## Teaching School

This is an exciting time for Weald of Kent as we continue on our journey as the Lead School of the Kaizen Teaching School Alliance. We are passionate about ensuring students and staff have an opportunity to develop and grow and because of this we are working with a fantastic group of schools on collaborative projects.

## Staff Development Opportunities

We are passionate about staff development. Individual Development Plans are tailored to help and support staff in new positions, existing posts and preparation for promotion. A whole range of developmental and capacity building training is available, supporting staff to develop their skills and professionalism. This includes opportunities such as:

A personalised induction programme	Mentoring-Coaching programme
CPD days and a range of workshops	Relevant external courses and training
Performance development programme	

## The Team

The purpose of the Student Services Team is to provide key support for the learning and welfare of all Students. Members of the team work at the Tonbridge or Sevenoaks site with team members in leadership positions, spending time at both sites. The team is led by the SENCo and consists of a range of posts including the Inclusion Manager, Welfare Officer, Attendance Officer and Teaching Assistants. There are currently 2 year groups at our Annexe in Sevenoaks, and therefore we need a TA who will predominantly be based at this site.

The Support Staff at Weald of Kent make a strong contribution to Students' learning and achievement. Support Staff provide highly effective support and create additional capacity to Teachers, enabling them to make effective use of their time, professional knowledge, skills and understanding.

## About the Post

<b>Job Title:</b>	Teaching Assistant	<b>Reports to:</b>	SENCo
<b>Team:</b>	Student Services	<b>Start Date:</b>	ASAP
<b>Grade:</b>	Kent Range 4	<b>Hours:</b>	32.5 hours per week (8:30 – 16:00 Monday to Friday) 39 weeks per year

### Purpose:

The post is linked to fulfilling the Educational Health and Care Plan of a student with Physical Needs. This will include; working alongside the parents and SEN team to build and facilitate independence, being on call for the student in case of the need to support in moving and handling, to support within lessons to ensure the safeguarding and access to curriculum for the student. There will also be a requirement to provide photocopying and administrative support.

### Operational Responsibilities:

- Help to plan and fulfil the majority of Teaching Assistant provision for a student with an Education Health and Care Plan.
- Implement structured learning, teaching and administrative activities under the guidance of the subject teacher or SENCo, provide feedback to the student and wider student groups in relation to progress and achievement and in order for students to realise their full potential.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff whilst creating and maintaining a purposeful, productive and safe working environment to ensure students learning needs are met.
- Be able to use a range of strategies to deal with classroom behaviour and understand individual behavioural needs to ensure students' learning needs are met.
- Be focussed on improving outcomes for SEND students with a whole school approach
- Monitor and use in-house protocols and data to improve provision for students
- Encourage students to take full responsibility for their own behaviour in order to maintain required standards of discipline and student's wellbeing, health and safety.

**Accountabilities:**

- To work effectively to support a child with an Education Health and Care Plan under the direction and supervision of SENCo. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management.
- To work as part of the school team and contribute to plans to ensure the school meets its aims.
- To work within the relevant policies, code of practice and legislation reporting any concerns to the appropriate person.
- Use good communication skills to be able to inform, persuade, inspire and motivate students and provide feedback to other professionals and parents as required.
- Be familiar with, and comply with a full range of policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' 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 to 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.

## About You (Person Specification for Teaching Assistant)

	Essential	Desirable
<b>Qualifications</b>		
NVQ Level 1 or equivalent or relevant experience	✓	
Evidence of further professional development relevant to post		✓
First Aid qualification (or willing to undertake training)		✓
<b>Experience</b>		
Experience of working with children in educational settings	✓	
Confident user of new technology	✓	
Experience in moving and handling of SEND students		✓
<b>Skills &amp; Knowledge</b>		
Able to communicate effectively, orally and in writing	✓	
Specialist training such as Physical/Sensory Needs		✓
Strong ICT skills	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confidence in own ability to be effective and to take on challenges	✓	
Good numeracy and literacy skills	✓	
Ability to relate well to students, colleagues, parents and Governors	✓	
Able to support staff in maintaining high standards for the school	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
Good influencing skills to encourage students to interact with others and be responsible learners		✓
Basic knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality		✓
Knowledge of the varied needs of those with Hearing Impairment		✓
<b>Personal Attributes</b>		
Ability to inspire, challenge and motivate.	✓	
Have a positive approach with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Ability to multi-task and work under pressure	✓	
A good record of attendance during the last three years	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, take a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly	✓	
Suitable to work with children	✓	
<b>Equal Opportunities</b>		
A commitment to inclusive education	✓	

## The Package

**Salary:** Kent Range 4: £17,498 – 18,611 (Actual salary for 39 weeks of the year £13,011.75 - £13,839.39)

### Benefits:

Generous Pension Scheme (TP / LGPS)	Health Care Cash Plan *
Priority Admission for Staff Children **	Free On-Site Parking
Kent Reward Scheme	Free refreshments

Weald of Kent Grammar School is located on two sites; Tonbridge and Sevenoaks. The successful candidate will be required to work across both sites.

\*Available upon successful completion of probation

\*\*See Admission Policy on the School Website

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## The Application Process

Application forms can be found on our website and should be sent to Human Resources, [HR@wealdgs.org](mailto:HR@wealdgs.org) or posted to the school. Please include a 1-2 side of A4 application statement or letter of application. The communication should set out how your proven relevant experience relates to this role.

References may be taken up before being short-listed please indicate on your application form if you have any objection to us contacting the referee prior to interview.

### Dates:

Closing date for applications: Wednesday 24 April 2019, 9am\*

Interview day: Mutually agreeable time and date

*\*Interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.*

*The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.*

