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# *KS1/2 Teaching Assistant Sir Henry Fermor C of E Primary School Candidate Pack*

Crowborough Hill  
Crowborough  
East Sussex  
TN6 2SD

For further information, contact:

- Karen Hawkins, HR Officer - 01892 652405] or email: [office@fermorschool.org.uk](mailto:office@fermorschool.org.uk)
- Applications to Karen Hawkins, Personnel Officer, [khawkins@fermorschool.org.uk](mailto:khawkins@fermorschool.org.uk) (if electronic)



**Sir Henry Fermor**  
Primary School

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## Welcome

16<sup>th</sup> May 2019

Dear Applicant

Thank you for considering developing your career at Sir Henry Fermor CE School. Our school is a two form entry Primary school serving areas of mixed housing and diversity, in a thriving market town. We enjoy close links with a dynamic and supportive church and are supported superbly by our many families.

Our dedicated and caring team has a wide range of experience, with some early in their careers and others able to mentor and support less experienced staff. We were judged by Ofsted as a 'good' school in every area, in February 2019 and we are continuing on our rapid and exciting journey. We have a great team who support each other and work closely together to set out high expectations for all.

SHF site is expansive and includes both field and woodland, the latter having a thriving forest school. Our children are well-behaved, eager to learn and ready for a challenge. As part of the Tenax MAT, we enjoy close links with partner schools in Kent and East Sussex and there are opportunities for our staff to work with colleagues from those schools. Within the trust we will be able to offer you many opportunities to develop your talents in the years ahead.

We are seeking energetic, enthusiastic and passionate colleagues who understand the power of working within a team and, from the beginning will feel ready to add something to that team. A good track record of being able to deliver high quality learning experiences with equal care and challenge will be essential. Additionally, a great enthusiasm for learning, self-development through research and for designing engaging learning experiences are essential.

At Sir Henry Fermor, we are dedicated to ensuring every child's potential is realised, and out of this is born our school motto - **Inspire, Believe, Achieve**. Our vision for our school is that the development of the whole child is at the heart of everything that we do. It is our passion to develop the whole child in a safe, Christian environment and through our inspirational curriculum, we enthuse and challenge, allowing every child's potential to be realised.

Please visit our newly developed website to gain further insight into our school and the SHF family.  
<https://www.fermorschool.org.uk/> We welcome visits and interest from colleagues who share our determination to inspire young people as lifelong learners, and who believe, as partners with our children, that they can aim high and achieve to their full potential, in every aspect.

I look forward to receiving your **completed application by 12pm on Friday 31<sup>st</sup> May 2019**. **Shortlisted candidates will be invited to attend an interview during week commencing 3<sup>rd</sup> June 2019.**

Warmest Regards



Ms Sacha Strand

## **The Tenax Schools Trust - Who we are and what we stand for**

Tenax Schools Trust is a Church of England multi-academy trust (MAT) that exists to provide outstanding education in both primary and secondary schools in Kent and East Sussex. Alongside Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools, the Trust also includes schools with no denominational ethos. While our Church of England schools place particular emphasis on teaching children and young people about Christian values, beliefs and traditions, all of our schools subscribe to our underpinning educational, ethical and personal development principles. We value diversity and will preserve the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mind set approach that insists all students can make exceptional progress.
- We will deliver high quality teaching with a focus on achieving mastery of subjects from phonics through to the skills needed to play a musical instrument well.
- We value our staff because exceptional learning requires exceptional teachers. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice
- We will provide rich additional opportunities for all to build character and develop children and young people's moral, social and cultural awareness.

The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

### **Partnership & Wider Contribution**

Tenax Schools Trust aims to offer schools wide opportunities for mutual support and partnership, in particular through the practical sharing of leadership, educational and pedagogical expertise, resources and joint professional development.

The Trust supports its local governing bodies in their important role of working with the headteacher of each school to ensure high standards are maintained. Local governing bodies have a central role to play in preserving the identity of each school and building and maintaining strong links to the community it serves.

In its operation across Kent and East Sussex, Tenax Schools Trust has a close working relationship with both the Diocese of Rochester and the Diocese of Chichester. Likewise, The Trust collaborates with the local authorities of Kent and East Sussex in providing excellent educational opportunities for local children and young people.

## Sir Henry Fermor C of E Primary School Role Description

<b>DEPARTMENT:</b>	Schools
<b>LOCATION:</b>	Countywide
<b>JOB TITLE:</b>	Teaching Assistant /1-1 Teaching Assistant
<b>GRADE:</b>	East Sussex Single Status 3
<b>RESPONSIBLE TO:</b>	Headteacher
<b>MAIN PURPOSE OF THE JOB:</b>	To assist in promoting the learning and personal development of all pupils, including, but not exclusively, those with special educational needs.

### KEY TASKS

1. To aid pupils to learn as effectively as possible both in group situations and on his/her own.
2. To establish supportive relationships with the pupil(s) concerned
3. To promote the acceptance and inclusion of the pupil(s) with SEN, encouraging pupils to interact with each other in an appropriate and acceptable manner
4. Monitor the pupil's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes. Give feedback on achievements in order to reinforce and develop self-reliance and self-esteem, including marking children's work
5. To support the pupil(s) in developing social skills both in and out of the Classroom
6. To support the use of ICT in learning activities
7. Under the direction of the teacher, carry out and report on systematic observations of pupils to gather evidence of their knowledge, understanding and skills upon which the teacher makes judgements about their stage of development. Provide this feedback on the pupil(s)' learning and behaviour to the teacher/SENCO, including feedback on the effectiveness of the behaviour strategies adopted
8. When working with a group of pupils, understand and use group dynamics to promote group effectiveness and support group and individual performance
9. To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment as required i.e. photocopier, laminator, making books, labels, signs and undertaking practical tasks to maintain a good standard of classroom appearance.
10. Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information

11. When working with a child on a 1-1 Basis:

- To aid pupils to learn as effectively as possible both in group situations and on his/her own by, for example:
- Clarifying and explaining instructions
- Ensuring the pupil(s) is able to use equipment and materials provided
- Motivating and encouraging the pupil(s) as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
- Assisting in weaker areas, e.g. speech and language, behaviour, reading, spelling, numeracy, handwriting/presentation etc
- Using praise, commentary and assistance to encourage the pupil to concentrate and stay on task
- Liaising with class teacher, SENCO and other professionals about individual education plans (IEPs), contributing to the planning as appropriate
- Providing additional nurture to individuals when requested by the class teacher or SENCO
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support the pupil(s)
- Meeting pupils' physical needs while encouraging independence e.g. help pupils to change for PE lessons or swimming, clean and reassure pupils after accidental soiling of clothes, help with mobility around the school

12. To take part in training activities offered by the school and the county to further knowledge (within employed hours)

13. To be willing to support playground/break time supervision e.g. educational games, homework clubs etc (within employed hours)

14. To accompany teacher and pupils on educational visits

15. To carry out the above duties in accordance with the Children's Service Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## **Application Process**

### **Applications**

Please send your completed application form and supporting letter to [khawkins@fermorschool.org.uk](mailto:khawkins@fermorschool.org.uk), or to Karen Hawkins, Sir Henry Fermor Primary School, Crowborough Hill, East Sussex, TN6 2SD by 12pm on Friday 31<sup>st</sup> May 2019. Please refer to the guidance notes for applicants.

### **Shortlisted candidates**

Short listing will take place on Monday 3<sup>rd</sup> June 2019 after which the shortlisted candidates will be contacted. This will include a letter outlining the interview process. Interviews will take place during week commencing 3<sup>rd</sup> June 2019.

### **Offer of Employment**

The successful candidate will be contacted by phone and an offer of employment made subject to the satisfactory completion of all pre-employment checks

Any applicants who would appreciate an **informal discussion** about the post should contact:

- Sacha Strand, Head Teacher, or Karen Hawkins, HR Officer on 01892 652405.

## **Guidance Notes for Applicants**

### **Application Form**

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

### **Letter of Application**

In addition to the application form, we ask that you write a covering letter describing briefly the extent to which your experience has prepared you for the post for which you have applied.

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.

### **Referees**

We will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees; if you do not wish for your current employer to be contacted prior to offer please make this clear as some references may be taken up prior to interview.

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. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

### **Qualifications**

For Teaching applications, please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview.

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Head teachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

### **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's Schools Trust 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.

### **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.)

## Information about Crowborough and Sir Henry Fermor C of E Primary School

**Crowborough** is a rural market town located on the Wealden District of East Sussex on the outskirts of the Ashdown Forest. Situated approx. 7 miles south west of Royal Tunbridge Wells and 35 miles south of London. It has direct train links to London Bridge, and regular bus services from Tunbridge wells to Brighton. Road access is served by the A26.

The town is surrounded by land which is designated as "land of outstanding natural beauty" its current population of around 25,000 is scheduled to increase slowly, making it the most populous inland town in East Sussex.

The school site, sits close to the picturesque Chapel Green, within close walking distance to the main town. The main school building was erected in 1880, after the old site at All Saints Church was outgrown. The building has been extended on numerous occasions since and now hosts a swimming pool, 2 playgrounds, school playing field, woodland area and two school halls.



*The original school: now used as  
All Saints' Church Vicarage at Chapel Green*



*Today: Sir Henry Fermor Church of England  
Primary School on Crowborough Hill*

### What's in a name?

Sir Henry Fermor was born in Walshes Manor in Crowborough as the eldest son of the third marriage of William Fermor and Martha Thomas. In 1686 on his father's death Henry Fermor moved to London where he made his fortune. Henry Fermor married twice and, although he inherited Walshes in 1708 he never returned to Crowborough to live. In 1723 Henry took up residence at his brother John's house at Knole Park in Sevenoaks when his brother died. He became a Baronet on 7th May 1725 and Henry remained in Sevenoaks until his death on 2nd June 1734. On his death, he bequeathed money for a church and charity school for the benefit of the less fortunate children that lived in Crowborough and surrounding villages. In 1744, the original Fermor school building was built which is now the vicarage for All Saints Church.