



## TEACHING ASSISTANT Recruitment Information Pack



*Putting Achievement First*

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# TEACHING ASSISTANT RECRUITMENT INFORMATION PACK

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Dear Applicant

Thank you for showing an interest in the post of Teaching Assistant in the SEN department at The North School.

This is an extremely exciting time to join The North School on its journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2019 and in partnership with the Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team. In return we offer you

The successful candidate should possess a willingness to play a full part in the life of the school with regard to supporting in lessons, pastoral care, curriculum enrichment activities and building positive relationships with students and staff alike.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of students, colleagues and yourself, displaying energy and enthusiasm.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely



**Mrs Anna Lawrence**  
Headteacher

## WORKING WITH SWALE ACADEMIES TRUST

Welcome from the Chief Executive Officer  
Swale Academies Trust

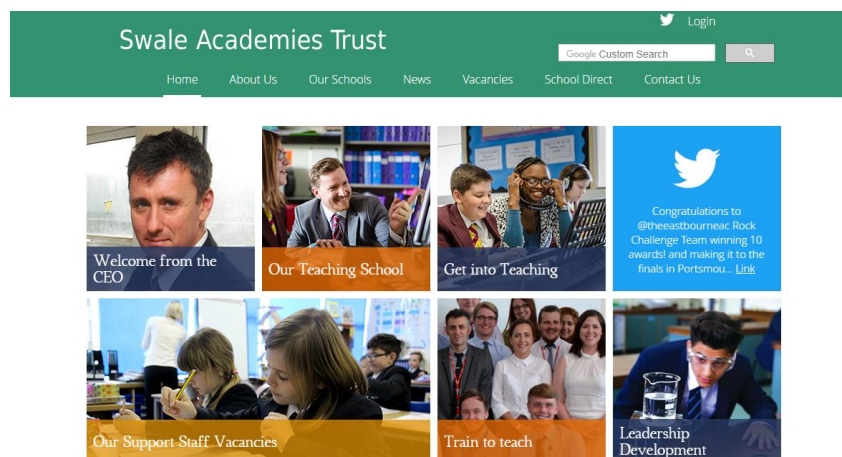
Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary, South Borough Primary, Meopham School, The North School, Regis Manor School, The Whitstable School, Westlands Primary School and Sittingbourne Community College, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost Swale Academies Trust is about the provision and development of high quality leadership and management.

We don't seek to develop clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for students in a local setting. We do however collectively value and strive for all students to produce beautiful work which showcases their development over time of which they, their teachers and support staff and parents can be really proud. We are proud of our schools and we strive for a sense of shared pride in the achievements of all of our students.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.



Jon Whitcombe  
CEO Swale Academies Trust



## INTRODUCTION

At The North School we value both the pastoral care of our students and the pursuit of academic success. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world into which they are growing.

We are proud that The North School is a happy and improving school where students and teachers enjoy learning together. An experienced team of colleagues provide all students with the best possible opportunities, both inside and outside of the classroom.

Our students are expected to treat each other and staff with care, courtesy and consideration. They are taught to always try their very best at whatever they do and to value the progress they make as individuals. We value a community approach to education to ensure that there is a broad range of expertise within the school. This enables our students to be supported in all areas, so that they may strive to reach their full potential in school and in their future lives.

At The North School we recognise that the students are at the centre of the learning experience and that they all come with different needs and abilities, not to mention interests and strengths. Therefore we continually review the curriculum diet available; to ensure that it best reflects the national picture and the needs of the students. This enables us to make the learning experience as skills based as possible with a broad range of subjects and an emphasis on personal achievement.

Working in partnerships with parents and the local community is important to us. Collaboration with parents to ensure that every pupil in our care reaches their full potential is highly valued. We encourage all parents to get involved in the life of the school. The well-established Parents' Forum offers an excellent opportunity to influence the developments at the North School.

Our classroom practice and academic achievement are supported by a wide range of facilities that include a Basketball Academy, excellent sports facilities and clubs, a climbing wall and even a full working farm that has achieved great success at the Kent Show. All these elements contribute towards our safe, positive and varied learning environment that will enable your child to achieve their full potential and enjoy their time with us.



## SCHOOL'S VALUES AND ETHOS

The North School recognises that people have different strengths and interests and we aim to give individuals the opportunity to develop those further where possible.

We expect students to have high expectations of themselves, to share our aim of 'putting achievement first' and to commit to the school's values,

As a school we value:

- **Challenge:** Everyone is expected to do their best, never settle for second best and show a determination to achieve high standards in whatever they do
- **Respect:** The school upholds each individual's right to learn and respects different views, opinions and beliefs; showing kindness and consideration towards others is a baseline
- **Resilience:** We understand that long-term success requires perseverance, quality improvements to students' work and the ability to learn from mistakes
- **Community:** We believe that being part of the school community makes us stronger; caring for each other and supporting our local community helps us achieve our very best.
- We learn together, we celebrate together and we support each other through challenges.
- **Leadership:** The school believes that the voice of students and the leadership they show should play a significant part in the life of The North School.



## THE APPLICATION PROCESS

Within this pack you will find a document detailing the responsibility of the role and a person specification listing the requirements you must meet to satisfy the selectors at the shortlisting stage. You should ensure that you address each of the points within the person specification in your application. Whether or not you are selected for interview will be determined solely on the information provided in your application form.

Should you be shortlisted for interview your suitability for the post will be explored including your motivation to work with children and young people and your understanding of appropriate boundaries.

Please limit any additional information to two single sides of A4 Paper. Please note CVs will not be considered. Applications should be typed or written in black ink.

All posts are offered subject to:

- A satisfactory Enhanced check from the Disclosure and Barring Service or Disclosure Scotland
- Identity Verification
- Verification of your entitlement to work in the UK
- Verification of any relevant qualifications, including Qualified Teacher Status if you are applying for a post requiring QTS
- Receipt of 2 satisfactory references
- Satisfactory pre-employment health clearance.

Copies of teaching certificates or any further professional qualifications will need to be provided at interview stage. If you are applying for a teaching post, your qualified teacher status will be verified.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind overs, including those regarded as spent must be declared. Providing false or misleading information could result in the application being disqualified or summary dismissal if in post.

References will be taken up prior to interview. Referees should be able to comment on your professional suitability for the post you have applied for. One referee **should** be your current or most recent employer.

Completed applications should be returned to [recruitment@north.kent.sch.uk](mailto:recruitment@north.kent.sch.uk) or by post addressed to Mrs Jo Manning, Personnel/Recruitment Manager, The North School, Essella Road, Ashford, Kent TN24 8AL. If returning your application by post, please ensure your envelope contains the correct postage. If you would like us to acknowledge receipt of your application form, please enclose a stamped addressed envelope with your application.

Please see recruitment site for closing date for the receipt of applications.

Shortlisting will take place the following week and interviews will be confirmed at the beginning of January. An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within four weeks of the closing date please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 01233 614600 ext. 210.

## **TEACHING ASSISTANT – PART TIME working within our SEN Department**

**20hrs per week, term time only**

**KR3 : £17,365 - £17,411 per annum pro rata  
(pro-rata salary : £7,766 - £7,786 per annum)**

We are seeking to appoint an enthusiastic, positive and committed person to join our highly regarded support team working within our SEN Department supporting students who are physically disabled within the mainstream school.

Applicants must be able to work collaboratively and have some prior experience of working with children or young adults. Experience of working with young people with SEN and/or physical disabilities would be an advantage, but not essential as full training will be provided.

Further details about the school can be found on our website [www.north.kent.sch.uk](http://www.north.kent.sch.uk).

**The closing date for applications:      See recruitment site.**

**Interview date:                                      To be confirmed.**

*The North School is committed to safeguarding and promoting the welfare of young people, and expects all staff and volunteers to share in this commitment. Any successful candidate will be required to undertake an Enhanced Disclosure by the Disclosure & Barring Service.*

*The North School is an Equal Opportunities Employer*



## JOB DESCRIPTION

<b>JOB DESCRIPTION:</b>	TEACHING ASSISTANT
<b>GRADE:</b>	KENT RANGE 3
<b>HOURS OF WORK:</b>	20hrs per week – days/times to be agreed
<b>LINE MANAGER:</b>	SENCO

### 1. Purpose of job

Support the class teacher in the teaching and welfare of students to ensure they attain the targets set under their individual educational programmes. Dealing with students therapeutic, behavioural and personal care needs.

### 2. Principal accountabilities

- a) 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 students meet their learning targets.
- b) Assist teacher with learning activities ensuring health and safety and good behaviour of students. Support the students in accessing learning activities as directed by the teacher to enable students' progress towards their targets. Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop.
- c) Provide clerical/admin support (e.g. typing, photocopying, display, collection and recording of money etc.) and undertake basic recording keeping in respect of student learning, behaviour management, child protection etc. as directed in order to support the teacher deliver the specific learning programmes set for each child.
- d) 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.
- e) Implement behaviour management programmes for students with severe learning and/or emotional problems to ensure students' wellbeing, health, safety and learning needs are met.
- f) Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.
- g) Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person, to maintain a safe and secure learning environment for students.

The post holder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required commensurate with your grade, as requested by your line manager.

As a term of your employment you may be required to undertake other such duties as may reasonable by required of you, commensurate with your grade, as requested by your line manager or the Head of School.

### 3. Necessary Experience:

- High standard of general education including good written and verbal communication.
- Word Processing Skills
- Computer Literacy
- A mature and sensitive manner and excellent inter-personal skills are required.
- An ability to work confidentially, efficiently and on own initiative is essential.
- Flexibility and adaptability.



#### **4. Scope For Impact**

Support staff in schools make a strong contribution to students' learning and achievement. 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. Teaching Assistants contribute to students' learning and will have a significant impact on their achievement.

#### **5. Job context:**

Teaching Assistants will be expected to work effectively with individual students and/or small groups under the direction and supervision of a class teacher. Teaching Assistants will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. Teaching Assistants 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, code of practice and legislation reporting any concerns to the appropriate person. The post holder must be able to inform, persuade, inspire and motivate students and provide feedback to other professionals and parents as required.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out in the foregoing.

The Headteacher reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

## PERSON SPECIFICATION

<b>JOB TITLE:</b>	TEACHING ASSISTANT
	<p>The following outlines the <b>criteria</b> for this post. Applicants who have a disability and who meet the criteria will be shortlisted.</p> <p>Applicants should describe in their application how they meet these criteria.</p>
	<p>The post is key in assisting the school in the desire to continually raise standards of teaching and learning.</p> <p>The postholder should:</p> <ul style="list-style-type: none"> <li>• Have evidence of C grade GCSE, or equivalent, in English and Mathematics.</li> <li>• Possess good communication skills and be ICT literate.</li> <li>• Be flexible, resilient and able to adapt to changing situations.</li> <li>• Be willing to work as part of a team.</li> <li>• Have a desire for further training.</li> </ul> <p>Experience of working in a school will be advantageous but not essential as training will be given. The school operates a good induction programme.</p> <p>The postholder must be able to show tact and discretion about any confidential matters seen or heard during their work or whilst in school.</p>

The North School is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment.

This post will require an enhanced disclosure under the Disclosure and Barring Service.

## The North School Facts and Statistics :

Type of School	Community School
Age Range	11-19
Location	Ashford, Kent
Gender	Mixed
Number of students on roll	912
Number of students in Sixth Form	152
GCSE Results 2019:	English : 61% at 4+ and 39% at 5+ Maths : 69% at 4+ and 49% at 5+ Science : 47% at 4+ and 27% at 5+
Number of teaching staff	85
Number of associate staff	65
Ofsted Inspection Report – Sept 17	<a href="https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832">https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/118832</a>

