



TENAX
SCHOOLS TRUST



1:1 Teaching Assistant

Candidate Pack

32.5 hours a week, 8.30 am – 3.15 pm daily

Bishop Chavasse Primary School
Tonbridge
Kent
TN11 0FB

For further information, or to arrange an informal conversation about this post please contact:

Donna Weeks, Founding Headteacher at headteacher@bishopchavasseschool.org.uk
telephone: 01732 676040



Contents

Welcome from the Tenax Schools Trust Chief Executive, Ian Bauckham	Page 3
Welcome from the Founding Headteacher, Donna Weeks	Page 4
The Tenax Schools Trust - Who we are and what we stand for	Page 6
Bishop Chavasse Primary School – 1:1 Teaching Assistant Role Description	Page 7
Bishop Chavasse Primary School - Person Specification	Page 10
Guidance Notes for Applicants	Page 11



Welcome from the Tenax Schools Trust Chief Executive, Ian Bauckham

Dear Applicant

Thank you for your interest in the post of Teaching Assistant at Bishop Chavasse Church of England Primary School, a new two form entry primary free school which opened in September 2017 in South Tonbridge, as part of the Tenax Schools Trust.

Joining a brand-new school, with a wealth of development opportunities within the school, as well as through the wider Trust and our Teaching Alliance, creates career development opportunities that may not be readily available in established schools, making this post ideal for an ambitious candidate.

The Trust I lead has a vision for Bishop Chavasse Church of England Primary School to be at the forefront of developing new approaches to learning, embedding the 'mastery' approach to primary phase teaching and learning and securing the very best outcomes for pupils. To do this, we will need a committed, enthusiastic and inspiring teaching team, surrounded by dedicated support staff working closely together. Achieving the vision we have for Bishop Chavasse will require hard work, and a creative, can-do attitude, to continue to build and maintain our reputation within the community we serve.

Our vision is to create an outstanding Church of England primary school at the heart of local community where all pupils, regardless of background, are offered a taught curriculum from the start which enables them to master the knowledge and skills they need to achieve their full educational and personal potential.

The school is supported by our Local Governing Body, and in turn by a dynamic and enterprising Trust which is underpinned by a strong Christian character and ethos and is a formidable local driver of school improvement. Our Trust delivers high standards through a strong belief in the 'open mindset' approach that insists that all children and young people can excel irrespective of their starting points.

Furthermore, Bishop Chavasse benefits from being part of a wider Teaching School Alliance, Altius, covering West Kent and East Sussex. This cross-phase alliance has a strong primary membership and is jointly led by two designated Teaching Schools, one of which is Bennett Memorial, the founder member of the Tenax Schools Trust. These partnerships enhance the quality and range of staff development available to Bishop Chavasse staff. Finally, as a Church of England school, Bishop Chavasse is linked with St Stephen's Church and other local churches in Tonbridge and accesses the excellent support provided by the Rochester Diocesan Board of Education.

We look forward to receiving your completed application form in due course.

Yours faithfully

Ian Bauckham
CEO, Tenax Schools Trust



Welcome from the Headteacher at Bishop Chavasse Church of England Primary School, Donna Weeks

Dear Applicant

Being a part of a growing team so early in a school's creation is a rare opportunity for a teaching assistant, and I hope that after reading the enclosed information, your excitement and enthusiasm for joining a school at such an exciting time will match my own.

I am looking for someone who is passionate about ensuring that from the moment our children start their primary schooling with us, personalised learning opportunities ensure that we meet the needs of all our pupils, enabling them to reach their full potential. If you too aspire to ensure that all children are nurtured to be the very best that they can be, in an environment where they feel safe, happy and are empowered to develop a love for learning, then Bishop Chavasse is the school for you.

As the Founding Headteacher I work alongside my team to ensure that together we are successful in achieving our core vision to create an outstanding Church of England primary school at the heart of local community, where all pupils regardless of background, are taught a mastery curriculum which enables them to develop the knowledge and skills they need to achieve their full educational and personal potential. A school at the forefront of developing new approaches to teaching and learning.

As a Church of England primary school, the teaching of Christian values underpin what makes our school a calm, happy and caring environment and drives everything we do. You will model those values and support our inclusive and cohesive ethos which will support our pupils develop, helping them to deepen their core values and in doing so, help them to consider the implications of their choices in relation to themselves, the communities from which they are part of and the wider world.

I believe that every child is an individual with different needs. Therefore, as educators, we 'nurture the potential in everyone'. Bishop Chavasse is not just a school, but a genuine community of enthusiastic learners who will find excitement in the varied learning opportunities provided for them.

Nurturing the potential in everyone extends to the whole community, including our staff, and I will continue to grow an excellent team to work alongside me, a team with the same passion and desire to ensure that of our pupils achieve their full potential in their academic, creative, personal, physical, moral and spiritual development. A team who passionately believe that only the very best is good enough for our Bishop Chavasse pupils, their families and the community.

As a new school we know all of our pupils and families well, which enables us to ensure that our children's learning is matched to their interests. I believe that, for children to find school a positive and rewarding experience, it is vital that we have excellent partnerships with our parents and carers. My team of staff are committed to working closely with families, ensuring that the time their child spends with us is safe, happy and successful. Our parents and carers are valued partners and as such, they support us during the crucial



years their child spends within our school and in return, we encourage parents to become actively involved in the school and their child's learning.

Teaching Assistants at our school have the passion and skills required to support our teachers to deliver a curriculum that is crafted to foster curiosity and creativity, to develop motivation and habits that encourage our pupils to be lifelong learners. Supporting the class teachers you will help and encourage our pupils to be knowledgeable, thoughtful, and to speak their minds. Working with our dynamic team of staff, you will support the teaching team to nurture our pupils to be comfortable with who they are and to have the self-belief and skills needed to ensure that when they leave us, they transition to their secondary education with the confidence to play their part in their local community, as well as nationally and internationally.

Additionally there is scope to offer more hours should the applicant be willing to support the running of either of our popular Breakfast or Extended Care Club each day, which run from 7.30 am-8.45 am and 3:30pm – 4.30/ 6.00 pm. Our Enrichment Clubs are oversubscribed and hugely successful, offering the children a relaxed environment in which to enjoy subject specific enrichment lessons. Please note this is not a requisite for the role advertised but please do bear in mind and mention within your application if this would interest you.

As a member of our team you will seize the opportunities that a new, state of the art, school building, complete with vibrant library and food technology room brings. You will support the provision of a well organised environment where children's needs are viewed individually and where a common sense of purpose promotes outstanding standards and outcomes at all times. Together we will be a team who constantly seek ways for all children to achieve success in our ever-changing world; fulfilling our potential, achieving excellence together.

The post of a 1:1 Teaching Assistant is an important role in which you will be support during class time as well as leading specific intervention sessions to an individual child. Your role enables you to have impact on the individual child's learning, confidence and their achievements on a day to day basis.

If, like me, you have high expectations of yourself, pupils, staff and families and are determined that every pupil will be the best that they can be and seek to develop curiosity and creativity and a love of learning in all pupils, then I encourage you to apply for the role of teaching assistant, to be part of something very special and unique; growing Bishop Chavasse Church of England Primary School into a school of first choice, at the heart of the Tonbridge community.

Potential candidates are strongly encouraged to visit the school prior to application however in the current climate this may prove difficult but can be organised on a virtual basis if required. If you would like to take this forward please contact the school office on 01732 676040 or email headteacher@bishopchavasseschool.org.uk I look forward to receiving your **completed application by 12pm Thursday 9th July 2020. Shortlisted candidates will be contacted the week commencing 13th July 2020 concerning the next stage in the recruitment process.**

Yours faithfully

Mrs Donna Weeks, Founding Headteacher



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 will also include 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.



Bishop Chavasse Primary School Teaching Assistant Role Description

Post Held: 1:1 Teaching Assistant

Responsible to: SENCo

Liaises with: Class teacher and SENCo/Headteacher

Salary: Min. £15,998 – Max £17,534 (FTE)

Hours: Core hours 32.5 per week 8.15 am – 3.15 pm Monday to Friday Term Time plus 5 additional training days, inclusive of a 30 minute unpaid lunch break

Main purpose of job:

To work under the guidance of the Headteacher/SENCo and class teacher, and within an agreed system of supervision, to implement agreed work programmes/intervention strategies to support a child in year 3 with a range of additional needs both in and outside the classroom and assist the teacher in evaluating their impact. This will also involve assisting the teacher in planning, and the management/preparation of resources.

Duties and Responsibilities

Support for pupils:

1. To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
2. To supervise and provide particular support for the pupil, ensuring their safety and access to learning activities.
3. Taking into account the learning support involved, to aid the pupil to learn as effectively as possible both in group situations and on their own by, for example:
 - clarifying and explaining instructions
 - ensuring the child is able to use equipment and materials provided
 - assisting in weaker areas.
 - meeting physical needs as required whilst encouraging independence
 - assisting with the development and implementation of Individual Education/Behaviour Plans and Personal and Intimate Care programmes, as per the Bishop Chavasse School intimate care policy.
 - developing appropriate resources to support the child
 - providing support for inside and outside the classroom to enable them to interact with others and engage in activities led by the teacher.
4. To establish a constructive relationship with the pupils and interact with them according to individual needs
5. To promote the inclusion and acceptance of all children
6. To set challenging and demanding expectations and promote self-esteem and independence
7. To provide the necessary pastoral care to enable children to feel secure and happy
8. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
9. To occasionally support with intimate care



Support for teachers

1. Assist with the class teacher (and other professionals as appropriate), in the development and planning of a suitable programme of support for pupils
2. Monitor pupil's responses to learning activities and accurately record achievement as directed
3. Provide detailed and regular feedback about the children to the teacher
4. Contribute to the maintenance of children's progress records
5. Participate in the evaluation of the support programme
6. Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage children to take responsibility for their own behaviour
7. Establish constructive relationships with parents/carers
8. Administer routine tests and undertake routine marking of children's work
9. Support class teachers in photocopying and other tasks in order to support teaching Support for the

Curriculum:

- 1 Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
2. Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and feeding back to the teacher
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use
4. Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum.

Support for the school:

1. Understand and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the roles of other professionals
5. Attend and participate in relevant meetings as required
6. Where appropriate develop a relationship to foster links between home and school;
7. Liaise, advise and consult with other members of the team supporting the children as appropriate
8. Contribute to reviews of children's progress as appropriate
9. Set a good example in terms of dress, punctuality and attendance
10. Prepare and present displays of children's work as required
11. Undertake other duties from time to time as required by the Headteacher.

Arrangements for appraisal of performance the role of the Teaching Assistant will be monitored through the Bishop Chavasse School's performance management programme by the Headteacher.

Signed: _____ **Date:** _____



Bishop Chavasse C of E Primary School Person Specification – Teaching Assistant

Accountable to: SENCO

Criteria	Essential	Desirable
Appropriate qualifications, knowledge and skills to Foundation degree level or the appropriate NVQ professional qualification for a teaching assistant	Y	
NVQ Level 3 for Teaching Assistants or equivalent qualification or willingness to work towards a relevant qualification	Y	
Willingness to undertake additional training as part of their professional development e.g. the DfES Teacher Assistant Induction Programme	Y	
An understanding of the Early Years Foundation Stage and experience in a Foundation Stage or KS1 setting		Y
Good literacy, maths and communication skills- good interpersonal skills	Y	
Have necessary skills to manage and supervise whole class and/or small group activities safely and be able to use a range of strategies to deal with pupil behaviour.	Y	
Other relevant qualifications- e.g. first aid, paediatric first aid, safeguarding,	Y	
Current or recent experience of working with primary aged pupils in an education setting	Y	
Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required.		Y
Working knowledge of relevant policies and codes of practice- e.g. Keeping Children Safe in Education, Safeguarding, health and safety, security, equal opportunities and confidentiality	Y	
Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.	Y	
An enjoyment of learning, both that of others and your own	Y	
Ability to be pro-active about challenge and change	Y	
Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their Ability to use own initiative Personal resilience	Y	
Ability to use ICT to support learning		Y
Personal resilience	Y	



Guidance Notes for Applicants

Applications

Please submit your application via Kent Teach no later than 12pm on 9th July 2020

Shortlisted candidates

Successful Candidates will be contacted week commencing 13th July regarding the interview process

Start date

This post is offered to start from September 2020

Application Form

It is imperative 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.

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 a brand-new 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.**

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 governing body 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/email documentary evidence of your relevant qualifications (excluding GCSE, "O" and "A" levels).



The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved any other professional qualifications or SEN qualifications, please bring copies of these certificates 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 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

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 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.)