



Swale
ACADEMIES
TRUST

Westlands Primary School
Recruitment Pack
Teaching Assistant



Homewood Avenue
Sittingbourne
Kent
ME10 1XN

Job Description

Job Title: 1:1 Teaching Assistant
Grade: SAT 3
Responsible to: Class Teacher/SENCo

Purpose of the Job:

To work with and support an identified child with specified academic, physical and emotional/behavioural/medical needs on an individual basis.

Main duties and responsibilities (Accountabilities):

To work with a named child, as directed by the class teacher and/or SENCo, to support subjects and learning across the whole curriculum;

To establish a supportive, caring and secure relationship with the child, promoting respect, self-esteem and a positive, inclusive whole school ethos;

To develop knowledge and understanding of the specific academic, physical and emotional/behavioural/medical needs of the child and respond to them effectively;

To assist the class teacher with planning, development and delivery of suitable programmes of work for the pupil;

To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the child in using them;

To help, support and motivate the child, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved;

To contribute to recording pupil progress, maintaining records and providing relevant feedback to teachers;

As directed by the class teacher or SENCo, to liaise with outside agencies, where appropriate, in respect of the child;

To assist with general school duties which may include:

- Setting up classrooms, preparing resources and displays and tidying and clearing away.
- Supervision of children during playtimes.
- Supervision of children entering and leaving the school premises

Supporting the School

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

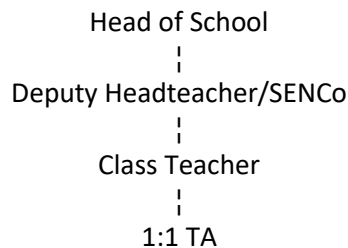
Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life;

Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop;

Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately;

Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

Organisation:



This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Executive Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: 1:1 Teaching Assistant

Grade: SAT 3

Responsible to: Classroom Teacher/SENCo

	Essential	Desirable
Qualifications	English, Maths and Science GCSE at grade C or above (or equivalent)	Evidence of other TA related qualifications and/or training courses
Experience	Experience of working in a school, or in other child related roles	Experience of working in primary school Experience in supporting those with specific needs
Knowledge, skills and abilities	A willingness to learn Understanding of the issues surrounding the safeguarding of children and behaviour management in a classroom, and a commitment to child welfare and safety	An understanding and knowledge of various needs types and how to meet those needs Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEN
Personal qualities	Willingness to learn Team player Initiative Commitment to the role Self-motivated Communication skills	

Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within 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 our most recent Ofsted reports will 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.

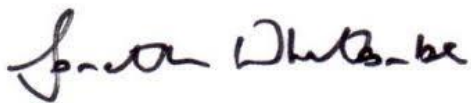
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive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

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.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive style with a large initial 'J' and 'W'.

Jon Whitcombe
Trust Principal

Welcome from Head of School

Dear Applicant

On behalf of all the children, staff and Governors I'd like to thank you for your interest in the role of 1:1 Teaching Assistant at Westlands Primary School.

We are a school that likes to celebrate success at every level. Our children are hard-working, enjoy a challenge and love to learn. We provide a huge array of activities for children to broaden their experiences which you will be able to see through our news and updates on our website and social media feeds. Working in partnership with parents, carers and other key members of the community we work together on the school's journey to provide an outstanding provision for all.

Westlands Primary School is part of Swale Academies Trust, which is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. The Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London.

Westlands Primary School was judged 'Good' in its last Ofsted inspection in July 2019 and the school continues to improve and develop. The welfare and development of its pupils is at the heart of everything the school does.

We seek to appoint an excellent practitioner with a proven track record of ensuring excellent pupil progress. The ideal candidate will thrive on challenge, be passionate about improving the life chances of pupils, enjoy working as part of a team and feel confident in trying new ways of doing things. The successful applicant will be well supported and we can offer you're a school committed to your professional learning.

We look forward to receiving your application. In the meantime, you are warmly invited to visit or if you have any questions please do not hesitate to telephone me for an informal discussion.

Yours sincerely



Mrs Victoria Pettett
Head of School



Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of six secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Sittingbourne School, Sittingbourne
- The Whitstable School, Whitstable
- Westlands School, Sittingbourne

Central Support Services

- Ashdown House, Sittingbourne

Recruitment of ex-offenders

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the [Kent-Teach](#) website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

If I am successful in gaining an interview, how will this occur during the current COVID-19 pandemic?

Due to the current situation we may plan to interview remotely using a video call. We would ensure that candidates who were successful in gaining an interview were supported with the technology so that this process is seamless. We will provide you with details of the process with your interview invite.

Our advice would be that those who were successful in gaining an interview should prepare as they would for a face to face and dress smart casual. We will allow plenty of time to ensure that you are able to answer our questions in full and you will not be judged if you are having problems with your technology.

We will leave plenty of opportunity for questions at the end of the interview, and we will spend lots of time talking and unpicking your answers. Please come prepared to share anything you'd like that we didn't cover, or any questions you have about it. We really appreciate your adaptability in these unprecedented times

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold. This can be downloaded here:

<https://www.swale.at/page/?title=Privacy+Notice&pid=33>

