



Swale
ACADEMIES
TRUST

Westlands Nursery
Recruitment Pack
Teaching Assistant



Johnson Road
Sittingbourne
Kent
ME10 1JS

Job Description

School: Westlands Primary School

Job Title: Teaching Assistant

Grade: SAT 3

Responsible to: Head of School

Purpose of the Job:

- To provide a complimentary service to existing teachers and pastoral staff in the school, delivering tailored teaching activities to pupils on either a one-to-one basis, in small groups or the classroom. · To help pupils overcome barriers to effective learning and formation of positive peer relationships, in order to achieve their full potential to thrive in the school environment.
- To work under the supervision of the class teacher

Main duties and responsibilities (Accountabilities):

1 Classroom Preparation

- 1.1 Set out learning resources in line with the preparation requirements provided, normally by the teacher.
- 1.2 Check the availability and location of safety equipment in the learning environment.
- 1.3 Report shortages of learning materials to the teacher.
- 1.4 Encourage pupils to return materials to the appropriate place after use and to dispose of wastes in a safe and tidy manner.
- 1.5 Check the condition of learning resources and materials after use.
- 1.6 Bring any damage or losses to learning resources and materials to the attention of the teacher as soon as practicable.
- 1.7 To put up displays of children's work.

2 Classroom Records

- 2.1 Complete basic records accurately and legibly with the details specified by the teacher (e.g. word check, colour check, checking spelling tests, complete basic reading records, IEP targets).
- 2.2 Comply with the school requirements for storage and security of pupil records at all times.
- 2.3 Make sure that information for the school office is collected, collated and

passed on as promptly as possible.

2.4 Maintain confidentiality according to organisational and legal requirements.

2.5 Ensure detailed records of intervention targets and pupils' progress are kept up to date and available for SENCO/class-teacher.

3 Working with pupils

3.1 Provide the pupil with the level and type of individual attention specified by the teacher.

3.2 Work to build a good relationship with the pupil.

3.3 Encourage the pupil to take responsibility for his/her own behaviour and to act independently.

3.4 Interact with the pupil in a manner appropriate to the pupil's communication and interaction skills.

3.5 Provide comfort and immediate care for minor accidents, upsets and ailments and report serious problems to the relevant people.

3.6 Recognise uncharacteristic behaviour patterns in the pupil and report these promptly to the relevant people.

3.7 Encourage and reinforce positive interactions between pupils.

3.8 Encourage groups to work together to comply with behaviour targets they have been set.

3.9 Consistently demonstrate respect for the rights of others in interactions with pupils and other adults.

3.10 Monitor the group's behaviour attentively enough to spot any signs of conflict or dangerous actions at an early stage and report to relevant people.

3.11 Respond to conflict situations and incidents of anti-social behaviour in line with school policies and within the scope of responsibilities of role.

3.12 Ensure a thorough understanding of the school's safeguarding protocols and adhere to them at all times.

3.13 Support pupil break times in line with school policy, including lunchtime

4 Support for Colleagues

4.1 Provide consistent and effective support for colleagues in line with the requirements and responsibilities of the role.

4.2 Communicate openly and honestly with colleagues.

4.3 Keep colleagues informed about aspects of work and schedule which may affect the support that can be offered to them.

5 Personal Development

5.1 Maintain an up to date understanding of the requirements of the role and responsibilities.

5.2 Undertake appraisal/performance review.

5.3 Undertake agreed development actions conscientiously and within the required timescale.

5.4 Make effective use of the development support available.

6 Health and Safety

6.1 Follow health and safety regulations and guidelines when attending to pupils' hygiene, health and medical needs.

6.2 Promptly report any problems in maintaining standards of health and hygiene to the teacher.

6.3 Promptly report signs of health problems to the teacher.

6.4 Be responsible for administering first aid at school or during school trips.

7 Equalities and Diversity

7.1 Ensure that services are delivered in accordance with the good equalities and diversity practice.

7.2 Ensure that equalities and diversity is mainstreamed in your area of work.

This job description sets out the key outcomes required, the responsibilities and expectations are neither exclusive nor exhaustive. In consultation with you, the job description may be changed by the Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Teaching Assistant

Grade: SAT 3

Responsible to: Head of School

	Essential	Desirable
Qualifications	English, Maths and Science GCSE (or equivalent) grade C or above	Evidence of other TA related qualifications and/or training courses
Experience	Experience of working with children in a similar environment	Experience in supporting those with specific learning difficulties Experience of supporting pupils with medical needs
Skills, abilities and knowledge	Proven ability to communicate effectively both orally and in writing A willingness to learn Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety	Experience in Phonics An understanding of the needs of SEND pupils Experience of reading and scribing for pupils
Personal qualities	Team player Initiative Commitment to the role	

	Positive approach and flexibility Commitment to CPD	
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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.

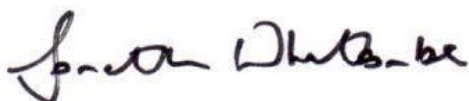
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive 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'.

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 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 seven 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

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

Central Support Services

- Ashdown House, Sittingbourne

Extract from Safeguarding Policy

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in this policy apply to all staff and governors and are consistent with those of Kent Safeguarding Children Board (KSCB).

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

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>

