**Bennett Memorial Diocesan School**

**Fast Track Education Assistant**

Kent pay range 6 £15,863 (£20,997 FTE) Responsible to: one of the larger departments in the school

32.5 hours per week / term time plus one week (39 weeks)

Our Fast track Education Assistant role is for graduates who want to make a difference to the lives of children in a school and ultimately become a qualified teacher. In addition to fulfilling the purpose of the role as outlined below those on the fast track will be supported in developing their teaching and leadership capacity so that they can begin, within a year a formal teacher training programme led by the Kent Teaching School hub’s Ofsted ‘outstanding’ centre for initial teacher training, Teach Kent & Sussex. Successful applicants who are changing their career will also be invited to be part of the ‘Now Teach’ network which aims to further accelerate your training as well as providing a further source of development and support.

**Purpose of the role:**

* To complement the professional work of teachers by taking responsibility for learning activities under an agreed system of supervision, involving close collaboration with teachers. This will involve planning, preparing and delivering learning activities for individuals/groups and monitoring students and assessing, recording and reporting on students’ achievement, progress and development.
* Under an agreed system of supervision, take a key role within the school to address the needs of students who need particular help to overcome barriers to learning
* To provide support for students, teachers and the school in order to raise standards of achievement for all students, by assisting with planning, monitoring, assessing and managing classes, and to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life

**Main responsibilities:**

* In collaboration with teachers, design learning for small groups.
* Plan for, teach and assess small groups.
* Monitor and evaluate outcomes for students from learning activities through observation and recording of achievement against predetermined learning objectives.
* Develop and prepare resources for learning activities in accordance with lesson plans and in response to student’s needs.
* Provide detailed verbal and written feedback on student progress and responses to learning activities and student behaviour as required.
* Contribute to the creation of a purposeful learning environment using the school’s policy and procedures for behaviour management
* Supervise students at lunchtimes

• Co-ordinate and supervise homework club for a selected group of students.

**Professional development:**

As the designated Teaching School Hub for west Kent Bennett can offer a wide range of professional development opportunities both within Bennett and our network of secondary schools. Beyond the fast track to teaching programme outlined above this includes delivery of the Early Career Framework for new teachers as well as nationally accredited teaching and leadership courses.

It is understood that aspects of the role may require the development of specialist knowledge. The school will provide or commission such training as part of our performance management process.

Application forms and further details from school website [www.bennettmemorial.co.uk](http://www.bennettmemorial.co.uk)

Completed Application Forms should be emailed to [recruitment@bennett.kent.sch.uk](mailto:recruitment@bennett.kent.sch.uk) or posted to the school by the closing date. CVs will not be accepted.

The closing date for applications is **9 am on Monday 21 February 2022**

*We reserve the right to close this vacancy early should we receive sufficient applications*

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts are subject to a satisfactory enhanced disclosure check.*