



**Higher Level Teaching Assistant  
Beaver Green Primary School  
Information**



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# Welcome

Dear Applicant

Thank you for taking an interest in this vacancy.

At Beaver Green we believe that through the delivery of a knowledge-led, experiential curriculum, we can support all learners to reach their true potential and beyond. The team at Beaver Green provide a varied and engaging curriculum with children encouraged to become independent learners. Staff have high expectations of the children and tailor their lessons to ensure all children have the best opportunities to help them succeed in all areas of the curriculum. Here at Beaver Green, we greatly value outdoor learning and we have a Forest School which all children have access to throughout the school year, even when it is pouring with rain!

Working at Beaver Green would give you an opportunity to work for a school that is committed to the development of all staff in every step of your career. We offer regular in house CPD alongside bespoke courses offered by outside agencies such as the Specialist Teaching Service and Speech and Language Therapists. We believe that learning never ends and therefore ensure that all staff are given the opportunity to learn new skills and keep old skills up to date. Beaver Green is situated in Ashford, close to both the outlet centre and Ashford international station, making swift links to both London and Europe.

Beaver Green Primary 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 an enhanced DBS check and satisfactory references. As a school we are dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

If you wish to apply you should send a fully completed application form via Kent Teach. We look forward to receiving your application.

Kind regards



Tina Oakley  
Headteacher

# Job Description

**Job Title:** HLTA  
**Grade:** SAT D  
**Responsible to:** SENCo

## **Purpose of the Job:**

To work with teachers to organise and support teaching and learning activities for classes. The primary focus is to undertake specified work with individuals, groups and whole classes under the direction and supervision of a qualified teacher

## **Key duties and responsibilities:**

- Plan, prepare and deliver specific learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
- Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Teaching Assistants at this level are expected to undertake at least one of the following:
  - a. Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.
  - b. Provide specialist support to pupils where English is not their first language.
  - c. Provide specialist support to gifted and talented pupils.
  - d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

## **Teaching Assistants in this role may also undertake some or all of the following:**

- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews.
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc.
- Contribute to the development of policies and procedures.
- Provide short- term cover supervision of classes.
- Supervise or manage the work and development of other classroom support staff.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Liaise with external agencies on a regular basis.
- Provide pastoral care to pupils for example as head of year or tutor group.
- Be responsible for pupils who are not working to the normal timetable.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Invigilate exams and tests.
- Be responsible for the presentation of displays.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

# Person Specification

Qualifications	Essential / Desirable
English, Maths and Science GCSE at grade C or above (or equivalent).	E
Level 2 or 3 Diploma (or equivalent) plus additional knowledge in specialist areas; working at or towards professional standards for HLTA.	E
Evidence of other TA related qualifications and/or training courses.	D
Experience	
Successful relevant experience of working with children of relevant age within a learning environment.	E
Experience of working in school KS3 or above, or in other child related roles.	D
Experience in supporting those with specific learning difficulties.	D
Skills & Abilities	
Developed skills for communicating with individuals, groups and whole classes of pupils to promote learning, including assessing the impact of the communication on recipients and adjusting approach as necessary.	E
Knowledge	
Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.	E
Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
An understanding and knowledge of various needs types, especially SpLD (dyslexia), SLCN and how to meet those needs.	D
Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEN.	D
Personal Qualities	
Willingness to learn.	E
Team player.	E
Initiative.	E
Commitment to the role.	E



# Working at Beaver Green Primary School

## Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Day
- Employee Referral Recruitment Incentive
- Access to training and development
- On-site Parking
- Discounts with local and national retailers, cinemas and restaurants

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Cycle to Work scheme

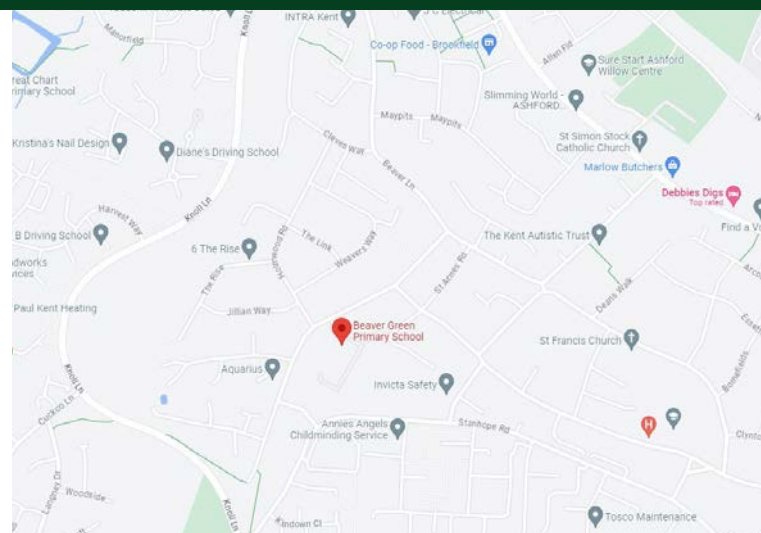
# Finding Us

**Beaver Green Primary School**  
Cuckoo Lane, Ashford, Kent, TN23 5DA

01233 621989  
bgpoffice@swale.at

**Closest Train Station: Ashford International Station**  
Approx. 35 minute walk or 14 minute Bus

**Closest Bus stop:**  
St Anne's Road - 969, A Little and Often  
Beaver Green - AD  
Leaveland Close - 965, 969, D





# About Beaver Green Primary School

Beaver Green is a two form entry primary school with a nursery where the children start from 2 years of age. We have a full time SENDCo who supports children with any additional needs and we have a large welfare team that supports children and families when needed.

We work closely with our community as we aim to provide an inclusive, nurturing and safe environment; a school where children can develop as critical, curious, independent learners. Through a personalised energetic and vibrant curriculum, children develop the self belief to aspire to reach their full potential. It is our vision that all children in our Early Years Foundation Stage (EYFS): feel as though they belong, are their own individual, are communicative, are happy, inquisitive and independent.

We teach phonics using a scheme called Little Wandle Letters and Sounds Revised which is a systematic and synthetic phonics programme. The progression has been devised so that children are taught a cumulative progression of GPCs (grapheme-phoneme correspondence) that they immediately practice through oral blending, reading and spelling words and sentences, and, later on, reading fully decodable books.

Beaver Green Primary School offers a variety of after-school clubs for children in Reception through to Year 6. These clubs provide a great opportunity for children to explore their interests, develop new skills and make friends. Our strong links with the wider community has meant that we are able to offer after-school clubs to children who wouldn't normally take part in them, such as martial arts, rock climbing, weight lifting and aerial hoop to name a few.

In March 2023 we had a successful Ofsted inspection with the outcome being that Beaver Green is a GOOD school



## **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 applications should be made via this route. Alternatively, completed [SAT Application Forms](#) can be sent by email to [jane.betts@swale.at](mailto:jane.betts@swale.at) or by post to the following address:

Mrs Jane Betts  
Beaver Green Primary School  
Cuckoo Lane  
Ashford  
Kent  
TN23 5DA

## **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. Beaver Green Primary School may complete online checks of any candidates as part of the Shortlisting Process.

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
- Visual identification which includes a photograph, usually a passport or driving licence
- 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.



## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## **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.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.



# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. 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.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## 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 Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

# Swale

## ACADEMIES TRUST



### OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

### OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



#### Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

#### Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

### OUR VALUES

#### Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

#### Agility

We are curious and innovative, embracing both challenge and change.

#### Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.



# Swale ACADEMIES TRUST

