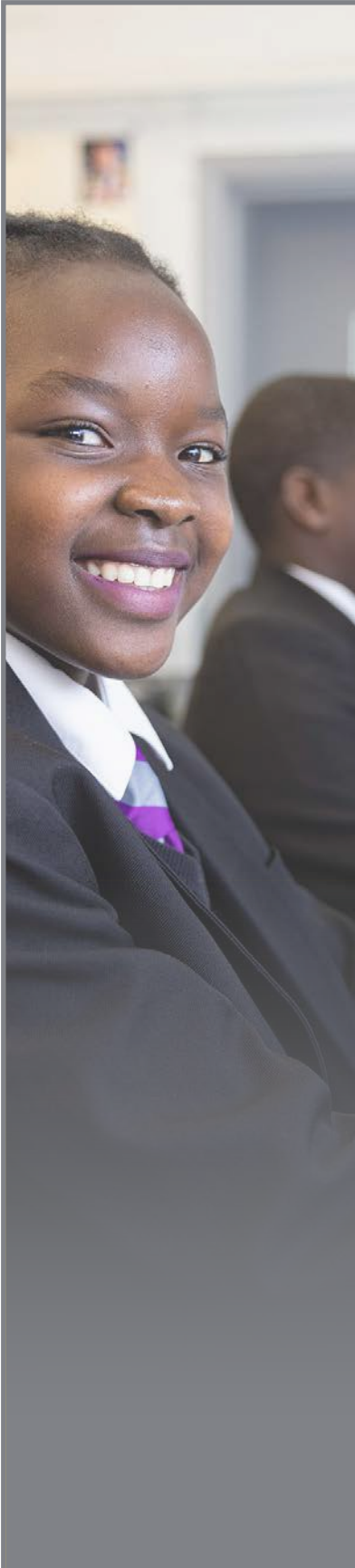




THE
Eastbourne
ACADEMY

**Higher Level Teaching
Assistant**
The Eastbourne Academy
Information



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Welcome

Dear Applicant

Welcome to your first step in becoming part of The Eastbourne Academy. We are a well-established school in East Sussex which continues to go from strength to strength. The Eastbourne Academy is set in the picturesque seaside town of Eastbourne, surrounded by the beautiful South Downs. We are fortunate to have excellent buildings with modern resources which provide a warm, welcoming and friendly place to learn that challenges everyone to be their best. With easy train links to Hastings, Lewes, Brighton and London, schools, colleges and universities nearby and plethora of tourist attractions on our doorstep, it really is a wonderful place to live and work.

At The Eastbourne Academy we believe that learning is our core priority. We recognise that continually striving to improve the quality of teaching and learning is key to securing high levels of achievement for all. We aim to foster each student's unique strengths and talents whilst meeting their needs and raising their academic and social aspirations. Students of all abilities will be given every opportunity to learn in order to achieve their full potential. We aim to achieve this by creating a stimulating learning environment where high expectations, and the use of digital technologies are the norm. Our curriculum is the bedrock of our vision: to craft an exceptional, inclusive and growth-oriented learning community. The intent for our curriculum is for it to unlock and nurture the broad range of skills and talents of our students, recognising and maximising each student's potential. Underpinned by evidence-informed teaching and learning, our curriculum nurtures our learners to flourish in the ever-evolving world.

We recognise that qualifications are the stepping stone to employability, but also that high aspiration and strength of character are the foundations for long term success. A wide range of student leadership, arts and sports programmes, trips and visits, and extra-curricular opportunities ensure that the curriculum extends beyond the classroom. Students will leave The Eastbourne Academy with the essential knowledge and attributes they need to be fully rounded and educated citizens who will be prepared for whatever the future may bring. This could be your first step to becoming part of this vibrant, successful and inclusive learning community, where both students and staff thrive. I invite you to come and see for yourself what makes us so special.

Yours faithfully



Liza Leung

Job Description

Job Title: Higher Level Teaching Assistant
Grade: SAT D
Responsible to: Headteacher

Purpose of the Job:

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

Key duties and responsibilities:

1. Plan, prepare and deliver specified learning activities to individuals and or small groups modifying and adapting activities as necessary under the direction and supervision of a teacher.
2. Assess, record and report on development, progress and attainment.
3. Liaise with staff and other relevant professionals and provide information about pupils as appropriate.
4. Use the TEA House Style to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision.
5. Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants at this level are expected to provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.

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

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

Benefits

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

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

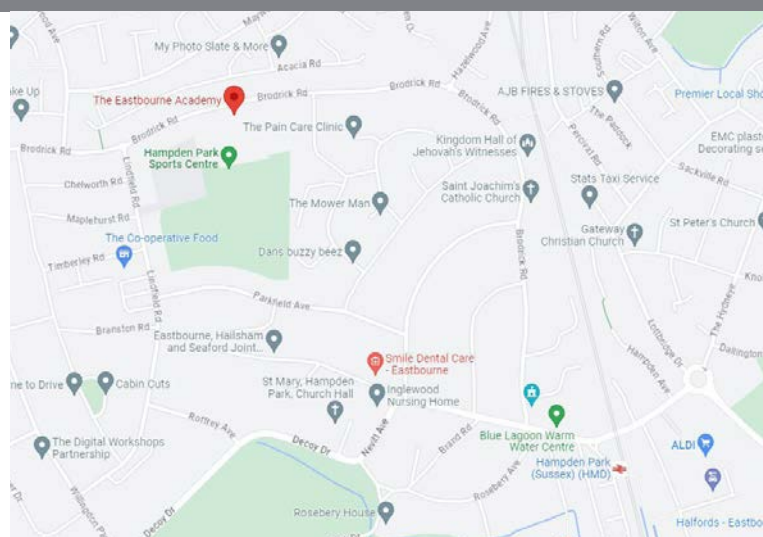
Finding Us

The Eastbourne Academy
Brodrick Road, Eastbourne, BN22 9RQ

01323 514 900
tea-office@swale.at

Closest Train Station: Hampden Park (Sussex)
Approx. 18 minute walk

Closest Bus stops:
Brodrick Road - 1A, Loop (3 minute walk)
Percival Road - 8, Loop (11 minute walk)





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. The SAT Application Form can be found [here](#).

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

Application forms can be found on swale.at website. Completed forms can be sent to lisa.wood@swale.at or by post to the following address:

Mrs Lisa Wood
The Eastbourne Academy
Brodrick Road,
Eastbourne,
East Sussex
BN22 9RQ

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. The Eastbourne Academy 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.

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.

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

