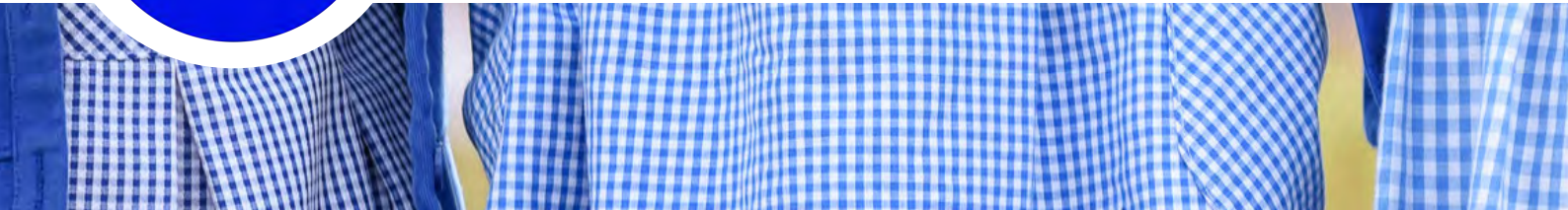


Shinewater Primary School and Nursery

# Teaching Assistant
## INFORMATION





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Shinewater Primary School and Little Sunshine's Nursery is a two form entry school situated in the seaside town of Eastbourne. We are fortunate to have an extensive site that incorporates, open green spaces, including an outdoor learning classroom. We also have dedicated STEM labs, a large computing suite, an internet cafe and spacious, well resourced classrooms, each with a shared base area.

We offer our pupils a broad and stimulating curriculum which focuses on high expectations for all. We have specialist teachers in computing, PE and outdoor learning, English interventions and a consultant maths teacher. Enrichment opportunities at Shinewater are high profile leading to exciting learning experiences.

The school has a clear, and embedded, vision that staff follow and fully believe in. Our ethos is community-centred, empowering and fully inclusive. Everything we do here at Shinewater Primary School inspires our children to be the best they can be in order to achieve their full potential through challenge, support and enrichment. Our children are immersed in a range of creative and stimulating learning experiences where they feel safe to take risks within a warm and inclusive atmosphere in all aspects of school life and beyond.

We are proud of the positive learning culture that exists within the school and we set the bar high on expectations for behaviour and pupil engagement. Our experienced Inclusion Manager leads the pastoral support team, which includes a family support worker and an in school counsellor. Our children are friendly, welcoming and cooperative. Every child is nurtured and valued, enabling them to develop respect for themselves and others ensuring that our children can shine through. Our positive behaviour system is well embedded and wellbeing and engagement is high.

Our school has been on an exciting journey of continuous development since joining Swale AcademiesTrust. The importance of continuous professional development at all levels is of paramount importance to us. Staff feel valued and supported. We continue to move from strength to strength.

Leadership across the school is a key strength supported by the Executive Headteacher who knows the school and staff well. There is an exceptional senior leadership team who bring a huge range of knowledge, skills and talents to the team.

The school also profits from the collaborative support of Swale Academies Trust, where by close working networks continue to drive improvements to teaching and learning as well as school management. The development of the school site and facilities has been superb over the last three years. The school now has a science lab, Internet cafe and IT suite. The work culture is friendly, professional and supportive, with recruitment and retention another real strength of the school. The children and staff feel proud to belong to Shinewater Primary School.





Nicki Kaufmann
Headteacher

Julie Prentice
Executive Headteacher

# WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

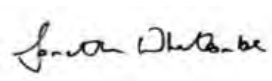
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all 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.

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 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,



Jon Whitcombe
Chief Executive Officer

# JOB DESCRIPTION

**Job Title:** **Teaching Assistant**
Salary: SAT 3
Responsible to: SENDCo

**Purpose of the Job:**
To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

**Main duties and responsibilities (Accountabilities):**

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

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

- Record basic pupil data.
- Support children's learning through play.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist with pupils' personal needs including toileting, hygiene, dressing and eating, as well as help with social, welfare and health matters, reporting problems to the teacher as appropriate. Physically assist pupils in activities (may involve lifting, where mobility is an issue.
- Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher.

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

# PERSON SPECIFICATION

| | CRITERIA | ESSENTIAL/ DESIRABLE |
|---|---|---|
| Qualifications | English, Maths and Science GCSE (or equivalent) grade C or above, or significant relevant experience. | E |
| | Level 1 or 2 diploma (or equivalent) in Learning Support | E |
| | Evidence of other TA related qualifications. | D |
| Experience | Experience of working with children in a similar environment | E |
| | Experience of supporting pupils with medical needs. | D |
| | Experience in supporting those with specific learning difficulties | D |
| Skills, Abilities and Knowledge | Proven ability to communicate effectively both orally and in writing. | E |
| | A willingness to learn. | E |
| | Experience in Phonics. | D |
| | An understanding of the needs of SEND pupils | D |
| | Experience of reading and scribing for pupils | D |
| | Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety. | E |
| | Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. | D |
| Personal Qualities | Team player | E |
| | Initiative | E |
| | Commitment to the role | E |
| | Positive approach and flexibility | E |
| | Commitment to CPD | E |

# OVERVIEW

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, Eastbourne
- The Eastbourne Academy, Eastbourne
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne



**Central Support Services (based at Trust Head Office), Ashdown House, Sittingbourne**

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

## 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 swale.at website. Completed forms can be sent to emma.loncarevic@swale.at or by post to the following address:

Emma Loncarevic,
Shinewater Primary School
Milfoil Drive
Langney
Eastbourne
East Sussex
BN23 8ED

### 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
- 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

## 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.

This can be downloaded here: https://www.swale.at/page/?title=Privacy+Notice&pid=33

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SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

COMPANY NUMBER: 7344732