Abbey Court School

ABBEY COURT SCHOOL

‘We grow people’



SUPPLY TEACHING ASSISTANT

ASDAN Registered Centre

EDI QM

British Council International School Award 2022–25

Ofsted Outstanding Provider 2022 | 2023 2017 | 2018 2012 | 2013 2009 | 2010

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Dear Applicant

SUPPLY TEACHING ASSISTANT

Thank you for your interest in the role of Supply Teaching Assistant, here at Abbey Court School.

This information booklet provides details about both the school and the position in question, including Job Description and Person Specification.

Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

Our school and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. Any offer made will be subject to satisfactory references and medical clearance. In line with KCSIE 2026 guidance, as part of the shortlisting process, the school reserves the right to research shortlisted candidates on social media and the internet as part of our due diligence. The recruitment panel may take this information into consideration during the recruitment process. Any information will be treated as confidential and will only be used in relation for the post for which you have applied.

To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (http://www.abbeycourt.medway.sch.uk/384/safeguarding).

I look forward to receiving your completed application.

Yours sincerely



Ms Vicky Aspin
Headteacher

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WORKING AS A SUPPLY TEACHING ASSISTANT AT ABBEY COURT SCHOOL

Abbey Court has been rated 'outstanding' by Ofsted at the last four successive inspections.

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery, Primary and Secondary School in Cliffe Road, Strood, and Further Education Department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school motto, 'We grow people' applies not only to pupils, but to staff too.

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Days and Hours

8:45 to 3:45, flexible casual contracts, term-time only.

Salary

The successful candidate will be employed on Medway Scale, Grade D2 (£13.48 to £15.07 per hour) + £1,590 SEN Allowance pro rata.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible after appointment, on completion of all checking requirements.



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The Governing Body

The Headteacher has responsibility for running the school supported by The Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school.

Appointment to post will be based on the following checks:-

⇒ Enhanced DBS certificate

⇒ Medical clearance

⇒ 2 x satisfactory references



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School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to "have a go", "fail safely" and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and every member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community's perceptions of the school and its pupils and what they are really like.

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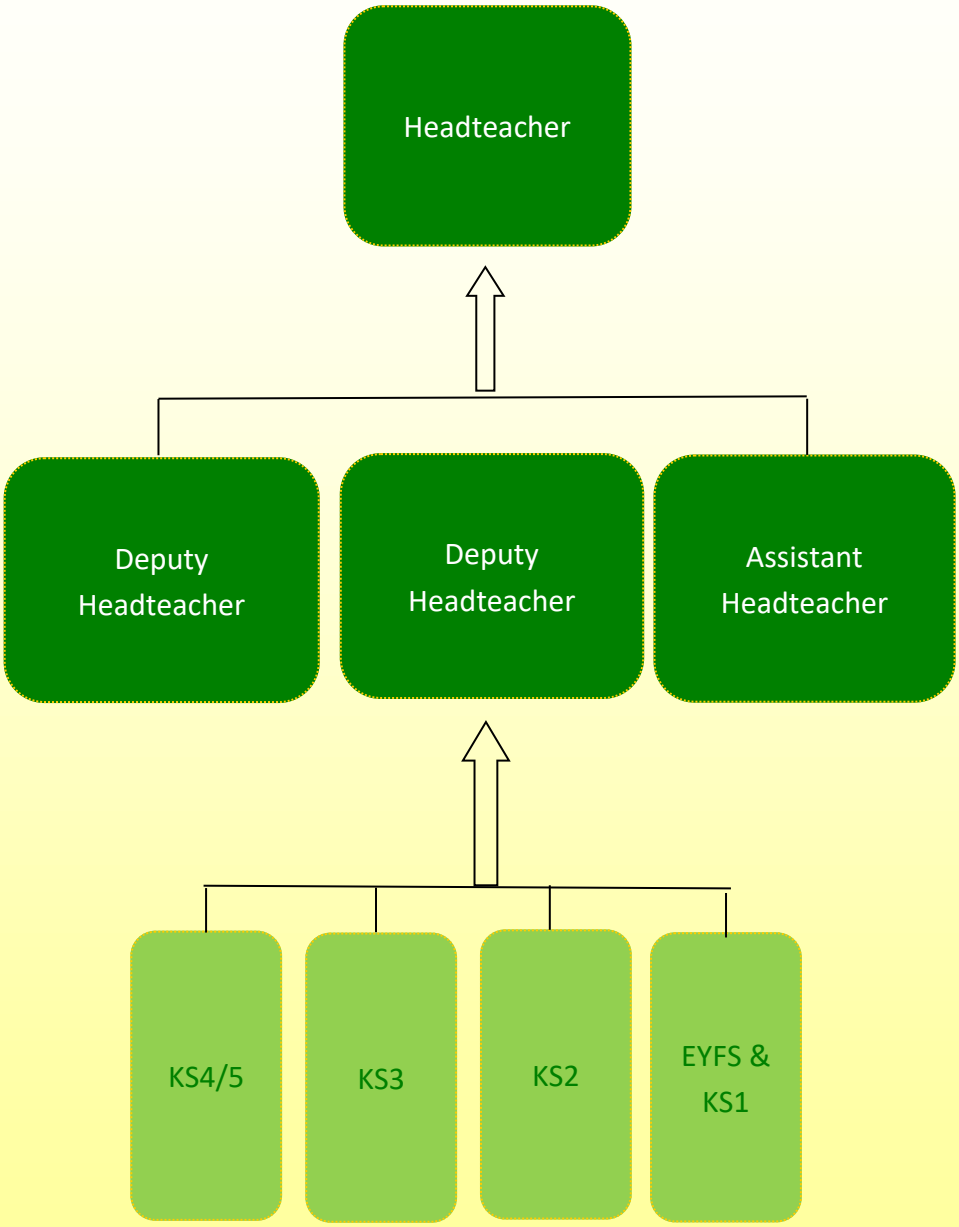
- To enable our pupils to develop into good citizens and to participate actively in their local communities, finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.



ADDITIONAL INFORMATION

1. Line Management Structure

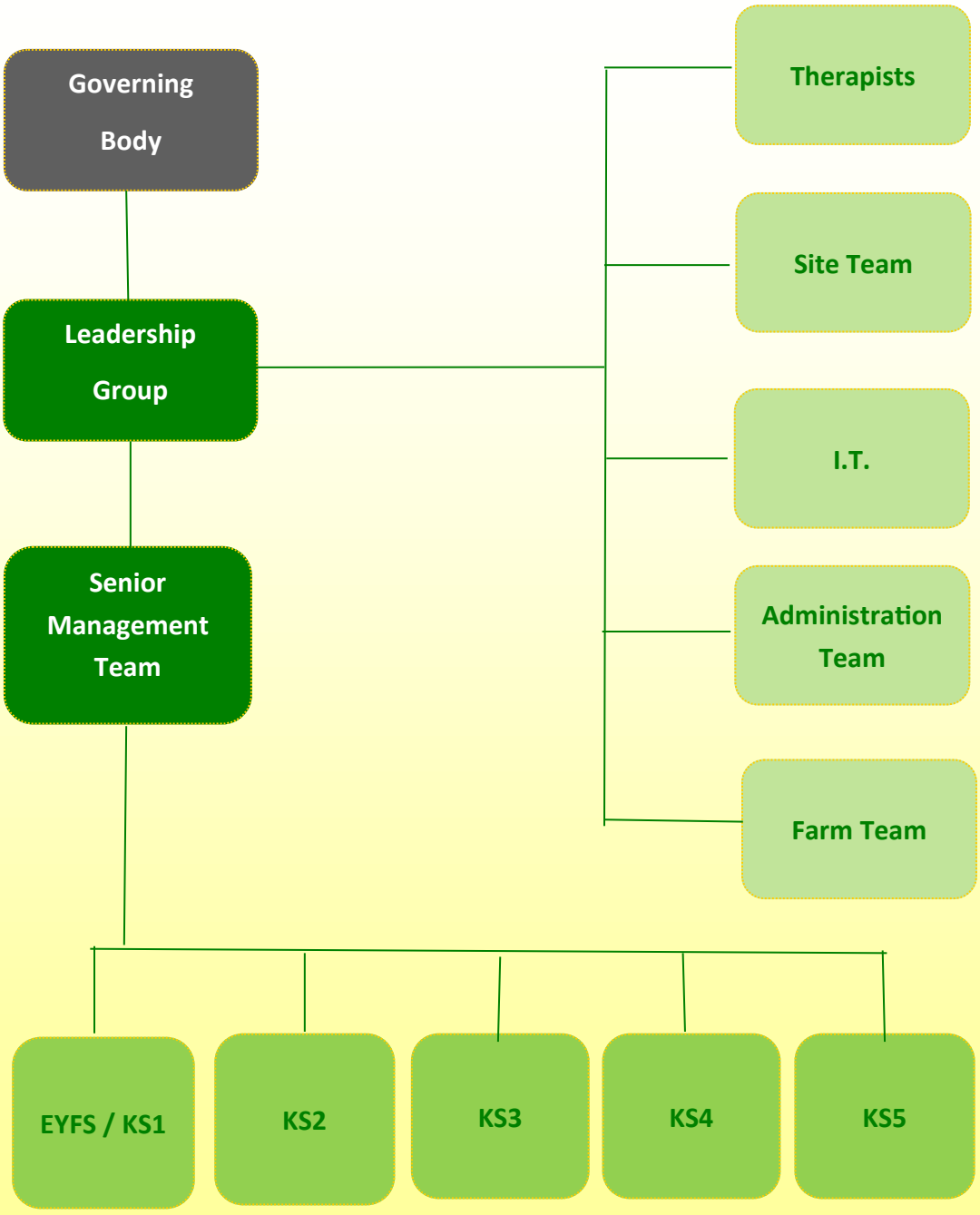
Leadership & Senior Management Teams



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Whole School



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JOB DESCRIPTION

HOURS: 8:45 to 3:45, flexible casual contracts, term-time only.

SALARY SCALE: Medway Scale points 4-11 (pro-rata) + SEN Allowance

LOCATION: To work across both school sites (based at one site but subject to periodic review as school organisational needs demand).

To work with any age group of children.

REPORTS TO: 1. Classteacher(s) for day-to-day supervision and instruction.
2. Head of Department or Deputy Headteacher, as appropriate.
3. Headteacher, who has overall responsibility for the school.

RESPONSIBILITIES AND DUTIES

Under the direction and guidance of the class teacher, to implement the Individual Education and Healthcare Plans of pupils. The Teaching Assistant will be deployed in any of the school classrooms. The Teaching Assistants will work as part of a team with the class teacher and other Teaching Assistants, being deployed in a variety of educational settings both within and outside the school.



GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.
2. To present the school in a positive way in the community.
3. To respect the confidential nature of all information acquired in the performance of the job, either verbally or in writing.
4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.
5. To assist in the provision of a high quality educational experience for all children.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Participate in the implementation of individual education plans as designed by teaching staff. Such programmes will cover both academic and more practical skills, e.g., literacy, numeracy, self-help and personal hygiene. Teaching Assistants will be invited to participate in the planning of programmes of work where appropriate.



2. To assist with the personal care of pupils. This will include toileting, feeding, cleaning/bathing/showering, dressing and changing pupils who are incontinent.
3. To undertake specific medical procedures for identified pupils (under the direction and supervision of the school paediatric nursing team). Such procedures may include: the administration of medicine to individual pupils as part of their daily healthcare plan, or in an emergency (e.g. rectal diazepam), the administration of oxygen to assist breathing, nasal suction or the changing of incontinence bags etc.
4. Assist pupils in PSHC education. Duties may include such things as accompanying pupils on journeys to local shops, helping pupils learn how to behave in local shops, how to use money, how to use public transport, etc., where such duties take place outside school hours, this will happen by negotiation or agreement.
5. Accompany teachers on educational journeys and on other off-site activities such as trips to places of interest/horse riding/swimming. Duties may include driving the school minibus or taking part in physical education activities.
6. To support therapists in carrying out therapy programmes as directed by the Class Teacher.
7. Maintain and care for resources used in the classroom. To help in the preparation and tidying of the classroom throughout the day.



8. Undertake the supervision of pupils in the temporary and short-term absence of teaching staff. On such occasions, a teacher, whether the Class Teacher or another appointed teacher, retains responsibility for the class. Where no explicit allocation of responsibility has been made (e.g., late, or non-arrival of teacher) the Teaching Assistant must immediately inform the Headteacher.
9. Supervise pupils during breaks and lunchtimes.
10. Implement school policy in regards to pupils' arrival at and departure from school.
11. Take a full part in assistants' meetings and Department/Staff meetings, as appropriate.
12. Teaching Assistants (subject always to the duty of confidentiality) will acquire, and will need to acquire, a certain amount of information about the pupils in their class. This will involve reading and, as appropriate, writing in the home-school diary; and may involve access to school files.
13. Teaching Assistants will be involved in some direct contact with parents (and other professionals) over individual pupils. If contact does occur, it may be in writing, by telephone, or by direct contact. All such contact, which is relevant to, or concerns the school, should be communicated to teaching staff and, where appropriate, noted in writing.
14. Additional school duties will be allocated by rota or by negotiation. Lists of current duties will be circulated from time to time.



15. To participate in the school Performance Management Schemes and to take part in arrangements for further training. (This would normally take place during five staff development days arranged by the school). Individual training opportunities are available and, therefore, there is an expectation that these would be identified and met regularly.
16. To implement the school Behaviour Policy, ensuring a consistent approach to the behaviour management of pupils within the class/school.
17. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school. Teaching Assistants are responsible directly to the Headteacher for the safety and well-being of pupils when left alone with them.
18. To implement safeguarding policies and procedures at all times.

ADDITIONAL RESPONSIBILITIES (to be negotiated annually)

These duties may be varied to meet the changing demands of the school and may, therefore, be changed at the discretion of the Headteacher and following consultation with you.

This job description describes the way the postholder is required to complete and perform the duties set out above. These duties may be varied from time to time to meet the changing demands of the school at the discretion of the Headteacher and following consultation with you. This job description does not form part of the Contract of Employment



PERSON SPECIFICATION

A	**EDUCATION, QUALIFICATIONS & TRAINING** Interest in and enthusiasm for working with pupils/children with special educational needs
B	**EXPERIENCE** An understanding of the needs of pupils with SLD
C	**KNOWLEDGE** The possession of a "child-centred" philosophy
D	**APTITUDE** A flexible approach The ability to follow instruction/direction from a range of professionals A professional approach and attitude Ability to remain level-headed in a crisis Ability to take the initiative when required
E	**SKILLS** The ability to be an effective team member The ability to observe and make relevant oral or written comments about pupils' behaviour, progress and development Good organisational skills
F	**PERSONAL CIRCUMSTANCES** The ability to form good relationships with pupils of all ages
G	**EQUAL OPPORTUNITIES** A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job

Abbey Court School

Nursery, Primary and Secondary School
Cliffe Road
Strood
Kent
ME2 3DL

Further Education
Rede Court Road
Strood
Kent
ME2 3SP

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail: recruitment@abbeycourt.medway.sch.uk





"I am incredibly overwhelmed with the amount of training offered at Abbey Court School."

"Team work, training and quality of resources are strengths."

"The moment I stepped inside the school, the atmosphere was positive."

Staff Survey