



**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:** Teaching Assistant  
**Grade:** SAT B  
**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.

This JD may also be used for Teaching Assistants providing 1:1 support to a designated pupil.

## **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 on therapy or care programmes, designed and supervised by a therapist / teacher.

## **In additional all members of the school community are expected to:**

- Display a commitment to child protection and safeguarding. Reporting to the Head of School any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting all concerns to the appropriate person.

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



# Person Specification

Qualifications	Essential / Desirable
Level 1 or 2 diploma (or equivalent) in Learning Support	E
English, Maths and Science GCSE (or equivalent) grade C or above, or significant relevant experience.	E
Evidence of other TA related qualifications and / or training courses.	D
Experience	
Experience of working with children in a similar environment.	E
Experience in supporting those with specific learning difficulties.	D
Experience of supporting pupils with medical needs.	D
Skills, Abilities and Knowledge	
Proven ability to communicate effectively both orally and in writing.	E
A willingness to learn.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Experience in Phonics.	D
An understanding of the needs of SEND pupils.	D
Experience of reading and scribing for pupils.	D
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



# 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
- Cycle to Work scheme

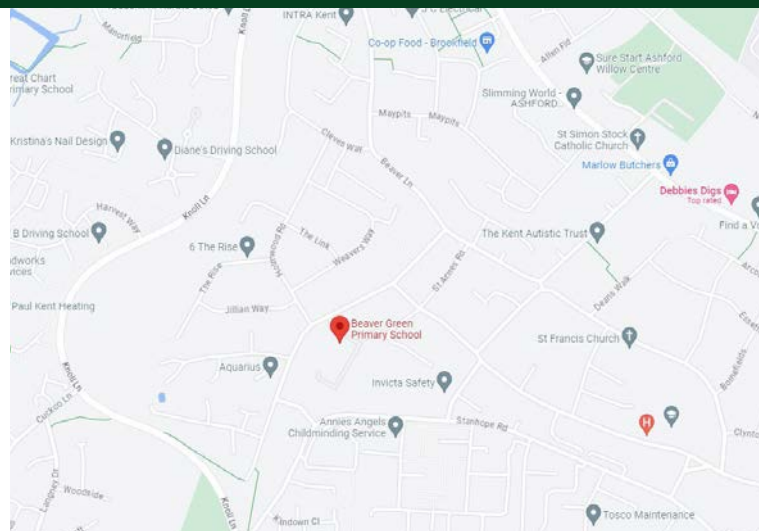
# Finding Us

**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.



# 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

