



Istead Rise
Primary School

Teaching Assistant
INFORMATION



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**Istead Rise
Primary School**

Dear Applicant

Thank you for taking an interest in this vacancy.

At Istead Rise we believe that through the delivery of a knowledge-led, experiential curriculum, we can support all learners to reach their true potential. The team at Istead Rise provide a varied and engaging curriculum and children are encouraged to become independent learners. Staff have high expectations of the children and tailor their lessons to ensure all learners enjoy the greatest range of opportunities to help them succeed in all areas of the curriculum. 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! Our pupils also benefit from having our own swimming pool which they will all use at different times across their academic careers with us.

Staff wellbeing is extremely important to us and leaders will strive to ensure that all employees are well supported at all times. Working at Istead Rise provides an opportunity to grow your skill-set and develop your career. 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 through a programme of regular CPD. Istead Rise Primary School is situated in generous and scenic grounds, close to Gravesend and the A2.

Istead Rise 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.

JOB DESCRIPTION



Job Title: Teaching Assistant
Salary: SAT B
Responsible to: School Leadership Team

Purpose of the Job:

To work alongside teachers and leaders to organise and support with the delivery of teaching and learning activities for classes, groups or individual pupils. The primary objective of this role is to achieve a positive whole-school impact by promoting our school values and implementing our agreed curriculum and approach to teaching and learning.

Key duties and responsibilities:

- To ensure the safety and wellbeing of all pupils and to report any concerns in line with our child protections and safeguarding policy and protocols.
- Prepare and deliver specific learning activities to individuals or groups modifying and adapting activities as necessary under the direction and supervision of a teacher.
- To support the teacher with the teaching, supervision and pastoral care of a class in primary aged children.
- Under the supervision of the teacher, to assess, record and report on development, progress and attainment.
- 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 to support pupils' learning.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- To manage and deliver planned and structured interventions programmes for specific pupils, including those with special education needs.

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

- Contribute to the development and implementation of Personalised Plans for pupils including attendance at, and contribution to, reviews.
- Provide short-term cover supervision of classes.
- Support children's learning through play.
- Undertake 'gate' duties at the beginning and end of the day
- Assist with break-time and lunch-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- 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.
- Be responsible for pupils who are not working to the normal timetable.
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
- Support with the administration of exams and tests.
- Be responsible for the presentation of displays and other aspects of the learning environment.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the school and at the discretion of the leadership team.

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
Professional qualifications related to working with children of SEND.	D
Professional qualifications in supporting young peoples' wellbeing and emotional literacy.	D
Experience	
Successful relevant experience of working with children of relevant age within a learning environment.	E
Experience in supporting those with specific learning difficulties.	D
Knowledge of the EYFS, KS1 & KS2 curriculum.	D
Skills and 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
Additional understanding of safeguarding issues relating to the vulnerability of pupils with SEND.	D
Knowledge of strategies that support pupils with SEND.	D
Personal Qualities	
Willingness to learn.	E
Team player.	E
Initiative.	E
Commitment to the role.	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, 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 (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 the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Monica Clark
Acting Head of School
Istead Rise Primary School
Downs Road
Istead Rise
Gravesend
Kent
DA13 9HG

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 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 run an online check of shortlisted candidates.

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
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS

COMPANY NUMBER: 7344732