



**Parkland
Federation**

**Teaching Assistant
INFORMATION**



CONTENTS

Parkland Federation	Pg 3
Job Description	Pg 4
Person Specification	Pg 5
Overview of Swale Academies Trust	Pg 6
Application Process	Pg 7
Safeguarding	Pg 8



Parkland Federation

Welcome to The Parkland Federation in Eastbourne

A very warm welcome from The Team at The Parkland Federation. You will find our two schools nestled in the heart of Eastbourne, which is situated on the South East Coast of England. Eastbourne is well known for its Victorian Seafront, 19th-century Pier, our 1930s Bandstand and The Redoubt Fortress, built during the Napoleonic Wars and home to a military museum. The town itself is brimming with culture, including The Towner Art Gallery, multiple theatres and a diverse range of restaurants. We are also famed for the tall chalk cliffs of Beachy Head and its striped lighthouse, built in 1902. The town is awash with parks and walks and also boasts a harbor as well as a variety of gyms and pools for keep fit fans. The schools themselves are a 5 minute walk from Hampton Park Train Station which has fast links to London and Brighton.

At Parkland, we pride ourselves in being one of the top performing schools in the town. Our motto 'Aim high, work hard, Dream BIG' means there are no limits to any child's potential. Our school grounds include a large playing field, two playgrounds, two ponds, a computing suite and a Thrive unit to support children's emotional development. We have a vegetable patch and herb gardens to support children's understanding of sustainability and keep ducks and chickens which we hatch ourselves – one of many awe inspiring aspects of our curriculum. We have a strong team of Pastoral experts, including a School counsellor, a Play Therapist and a Mental Health Practitioner. Together they offer a holistic approach to pupil well-being. We also offer Pet Therapy and are an Eco Friendly School.

The teaching team at Parkland is highly passionate about all aspect of learning. Each subject is led by in house experts and the curriculum has been developed by school staff to ensure it is bespoke for the pupils who attend. The curriculum celebrates diversity, educates about a multitude of cultures and promotes equality at every opportunity. Professional Development is strong for those at the early stages of their career and we promote within our team the believe that education is lifelong. Teachers at Parkland are at the forefront of developments within Education and ensure they prepare pupils well for an ever evolving picture of the future.

I would like to thank you for your interest in our schools and look forward to meeting you soon.

Yours sincerely

Sally Simpson
Head of Schools

Julie Prentice
Executive Headteacher

JOB DESCRIPTION



Job Title: Teaching Assistant
Grade: SAT B
Responsible to: Head of School

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.

Note on the use of this job description:

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	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

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 swale.at website. Completed forms can be sent to dawn.berhane@swale.at or by post to the following address:

Mrs Dawn Berhane
Parkland Federation
Brassey Avenue
Eastbourne
East Sussex
BN22 9QJ

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.

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>



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

COMPANY NUMBER: 7344732