



Teaching Assistant - SEN Support
Beaver Green Primary School
Information



CONTENTS

Welcome	3
Job Description	4
Person Specification	5
Working at Beaver Green Primary School	6
How to find us	6
About Beaver Green Primary School	7
Application Process	8
Overview of Swale Academies Trust	10



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: SEN Teaching Assistant
Grade: SAT B
Responsible to: Headteacher

Purpose of the Job:

To work with teachers to support teaching and learning, providing specialist support to the teacher in an aspect of the curriculum or age range, for children with Special Educational Needs (SEN).

Main duties and responsibilities (Accountabilities):

1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
6. Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
7. Teaching Assistants in this role are expected to undertake at least one of the following:
 - a. Provide specialist support to pupils where English is not their first language.
 - b. Provide specialist support to gifted and talented pupils.
 - c. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).

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

1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
2. Provide short term cover supervision of classes.
3. Supervise the work of other support staff/trainees.
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
5. Invigilate exams and tests.
6. Escort and supervise pupils on educational and out of school activities.
7. Guide and support pupils in their personal, emotional and social development.
8. Prepare and present displays.
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
10. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
11. Work with pupils not working to the normal timetable.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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
Level 2 Qualifications (or equivalent)	E
Requires knowledge and procedures for supporting and leading learning activities in a specialist area.	E
Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience.	E
Experience	
Successful relevant experience of working with children.	E
Skills & Abilities	
Have necessary skills to manage and supervise whole class activities safely and be able to use a range of strategies to deal with pupil behaviour.	E
Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use.	E
Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required.	E
Ability to relate well to children and adults, understanding their needs and being able to respond accordingly.	E
Good influencing skills to encourage pupils to interact with others and be socially responsible.	E
Knowledge	
Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	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

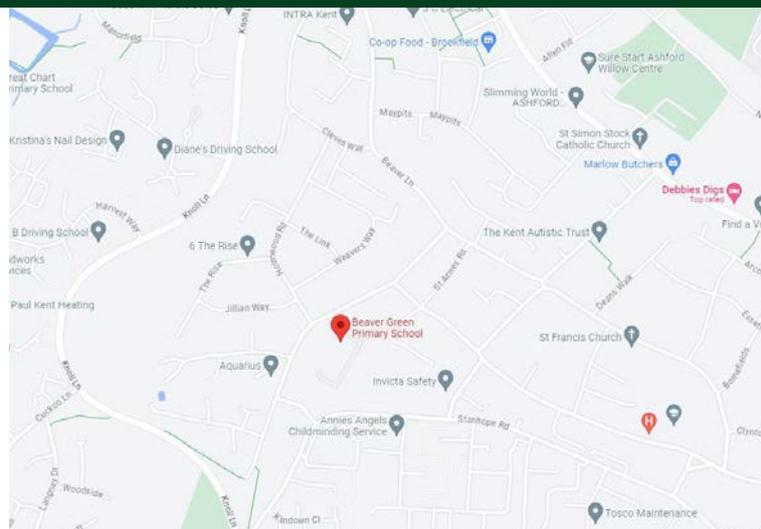
Finding Us

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 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.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.



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

