

SKINNERS' KENT
PRIMARY SCHOOL



PRIDE IN OUR SUCCESS

TEACHING ASSISTANT

Information for Candidates

May 2022

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

INTRODUCTION FROM THE HEADTEACHER



Dear Candidate,

I am delighted that you are interested in a position with the Skinners' Kent Primary School (SKPS).

SKPS opened on 1 September 2015 and offers a well-rounded education for children alongside the Early Years Foundation Stage and National Curriculum. This enables us to focus on the development of the whole child as an inquirer, both in the classroom and in the world outside and prepares pupils to be active participants in a lifelong journey of learning. The school is committed to the IB ethos aiming to create a better, more peaceful world and provides opportunities for connecting with learners and fellow educators from different countries, cultures and contexts.



We aim to provide every pupil with the best quality education possible and to ensure that, irrespective of their starting point, they achieve their full potential. If you have similar aspirations for young people, and want to work within a dynamic learning environment in which the highest standards are demanded and expected at all times, then we would be very interested in receiving an application from you.

Yours faithfully

Mrs Gemma Wyatt
Headteacher
The Skinners' Kent Primary School

THE SKINNERS' KENT ACADEMY TRUST



The Skinners' Kent Academy Trust is a Multi Academy Trust (MAT) comprising the Skinners' Kent Academy (SKA) and the Skinners' Kent Primary School (SKPS). It's supported by its original sponsor The Skinners' School, a grammar school for boys in Tunbridge Wells, and The Skinners' Company, one of the original 'Great Twelve' London livery companies.

The Skinners' Company has a long experience of establishing, running and supporting excellent schools, notably in West Kent. The Company is now responsible for eight schools: Tonbridge School, The New Beacon Preparatory School in Sevenoaks, The Judd School in Tonbridge, The Skinners' School in Tunbridge Wells, Skinners' Academy in Hackney London and The Marsh Academy in Folkestone and SKA & SKPS.

SKA is an International Baccalaureate World School, currently offering the Middle Years IB programme (MYP) and the International Baccalaureate Career-related Programme (IBCP).

The IB is underpinned by a philosophy and determination to develop internationally minded people who recognise everyone's common humanity and are ready to share responsibility to create a better, more peaceful world. The IB Learner Profile is at the heart of our educational philosophy and encourages our pupils and students to be inquirers, thinkers, communicators, risk takers, knowledgeable, principled, caring, open minded, well balanced and reflective.

SKPS opened in September 2015 initially on the Skinners' Kent Academy site, but moved to its own building in the Knight's Wood area of Tunbridge Wells in September 2016. SKPS works alongside SKA to provide an all-through IB ethos.

The MAT is governed by a Board of Trustees, the majority of whose members are also members of the Skinners' Company. The MAT Board determines the vision and strategy for the Trust, and has responsibility for its financial security and probity as well as ensuring the organisation provides excellent value for money in delivering an outstanding education for its students and pupils. Four Committees support the work of the MAT Board, and these comprise a MAT Staffing & Pay and a MAT Finance & Resources Committee as well as a Local Governing Boards for both SKA and SKPS.



OUR VISION AND VALUES



The Skinners' Kent Academy Trust is founded on the principles of a culture of high standards, high aspirations and active participation, an emotionally rich and inclusive learning environment where every child is known and every learner supported.

We take pride in our success and to achieve this we set high standards with clear expectations. We focus on encouragement, underpinned by good discipline.

Our mission is clear – to develop a passion for learning and achieving. The Skinners' Kent Academy Trust seeks to create, develop and maintain an education that focuses on providing opportunities for success for all and celebrating the achievements of everyone in all aspects of life within the Trust. In particular we wish to

support young people to recognise the potential that they have, and then to fulfil the achievements of everyone in all aspects of life within the Trust. In particular we wish to support young people to recognise the potential that they have, and then to fulfil that potential through every stage of their learning journey.

Staff, students and parents work together to ensure that pride in our success means:

- pride in **our work**;
- pride in **our behaviour and attitude**;
- pride in **our attendance and punctuality**;
- pride in **our uniform**
- pride in a **commitment to learning and achievement**; and
- pride in **our contribution to our community**.



JOB PROFILE



Teaching Assistant

Responsible to: Headteacher

Responsible for: Supporting the learning of pupils and working alongside the class teacher

Salary: SKAT Band 4 currently £18,517- £19,625 for full time pro rata will apply (£14,420.14-£15,282.99)

Working pattern: 33.5 hours per week term time only including INSET (39 weeks per year)

Key relationships: SKPS Senior Leadership Team, SEND Inclusion Team, SKPS staff, Academy Trust Leadership Team, Parents, other agencies

Location: Primarily based at Skinners' Kent Primary School, The Avenue, Knights Park, Tunbridge Wells, Kent TN2 3GS.

Role purpose: To support the teaching staff in securing high quality learning, raising standards and having a positive impact on pupils' learning experience. To work under the guidance of the teaching staff to support learning activities, maintain pupil records and promote pupils' social and emotional development.

Key responsibilities:

- Working under and alongside the class teacher to plan and deliver a range of learning activities, including small group focus sessions.
- Support pupils throughout the school day, including a lunch duty.
- Monitoring and evaluating pupils' responses to learning activities through observation and planned recording of achievement.
- Contributing to the delivery of sessions lead by the class teacher to support the development and initiating other learning activities to develop pupils' skills.
- Providing feedback to pupils on their progress and achievement.
- Providing feedback to teaching staff on pupils' progress and achievement.
- Providing specialist support for pupils as required.
- Assisting with the assessing and work as required.
- Assisting with the development and implementation of ILPs/provision sheets.
- Assisting with the supervision of pupils outside of lesson time, including extra-curricular activities.
- Promoting a positive view of pupils with special educational needs throughout the school.
- Assisting in the personal and social care of pupils.
- Encouraging pupil confidence, interpersonal skills, self-esteem and independence.
- Keeping daily records and contributing to reports as a part of the review procedure for pupils with special educational needs.
- Being sensitive to and familiar with the learning needs of all designated pupils.
- Contributing to behaviour management to whole class and with individual pupils as appropriate.
- Carrying out administrative, clerical and organisational tasks related to the work of the SEN Function.
- Participating in meetings as required.
- Safeguarding the health and safety of pupils.
- Accompanying pupils on educational visits.
- Supporting lunch duty supervision.
- Attending and supporting pupils at Academy Trust events as appropriate.

JOB PROFILE



Additional duties

- Attend team meetings and staff meetings as required.
- Maintain confidentiality inside and outside the workplace.
- Understand and apply the School and Academy Trust policies.
- Undertake any reasonable additional responsibilities requested at any time by The Academy Trust leadership team

PERSON SPECIFICATION

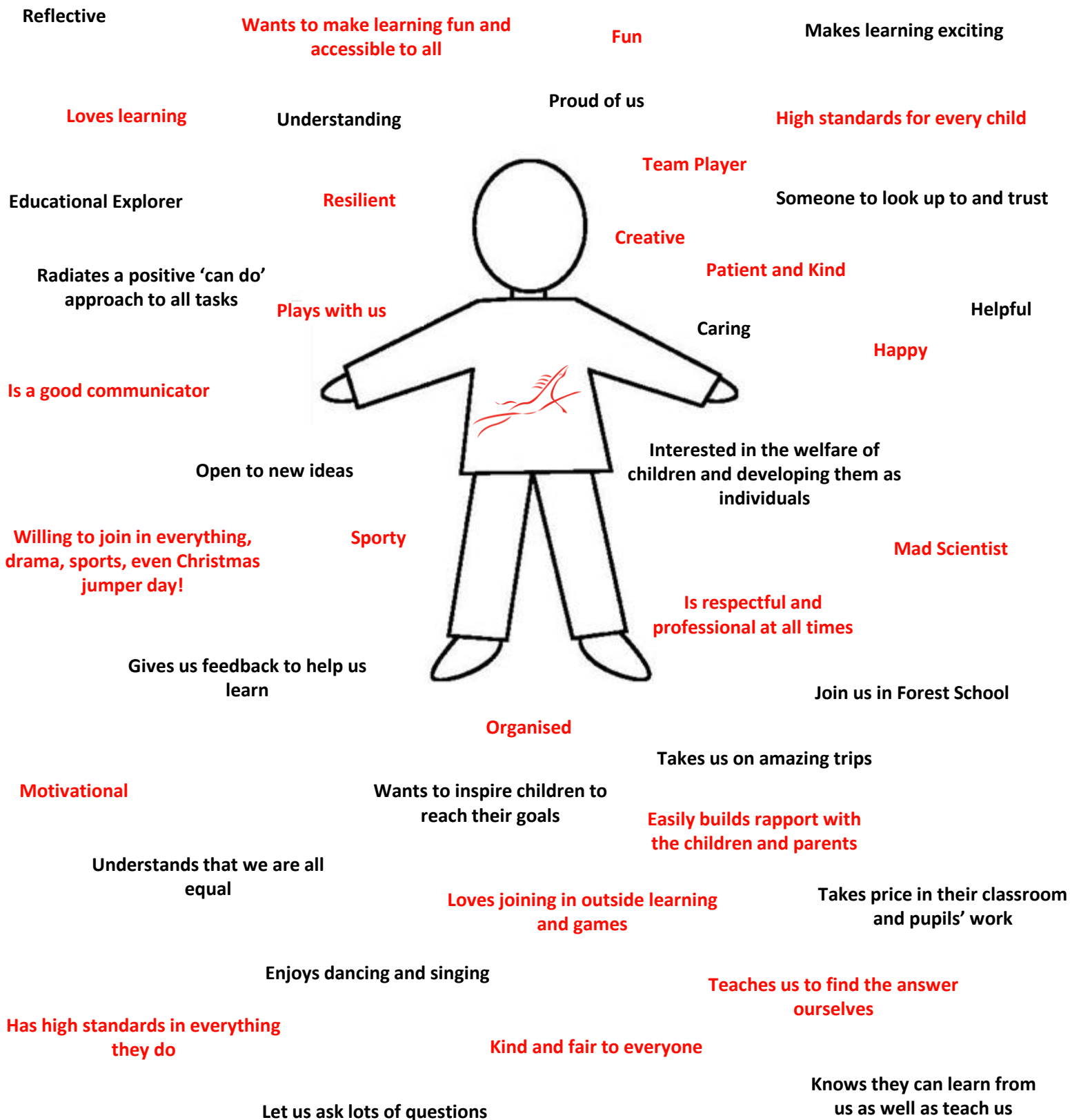


Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">Evidence of good ICT, literacy and numeracy skills through an accredited qualification(s).	<ul style="list-style-type: none">Paediatrics First Aid Training
Essential skills and abilities	<ul style="list-style-type: none">Can effectively communicate and engage with children, parents and carers.Good organisational skills and an understanding and practical application of technology used to support learning and assessment.Ability to work with a wide range of pupil needs, including areas of specialism in relation to additional needs and disability.Positive disposition towards the inclusion of all pupils in mainstream learning and educationBe familiar with Child Protection Policies and protocols.	
Personal Qualities	<ul style="list-style-type: none">Good personal standards in terms of attendance, punctuality and meeting deadlinesUnderstanding of and commitment to equal Opportunities issues and principles and the need to apply an equal standard of care to all pupils.Be self-motivated, adaptable and able to use own initiative.	

ARE YOU THIS PERSON?



This is what our Governors, Staff and pupils say about someone who could be a teacher at our school



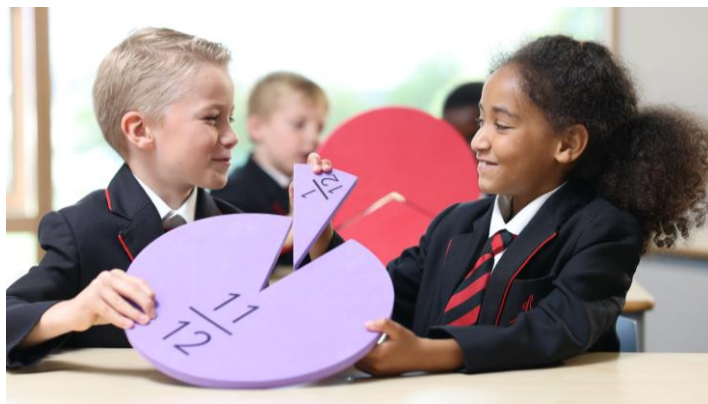
APPLICATION AND CANDIDATE SELECTION PROCESS: OUR CANDIDATE CHARTER



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



STATEMENT OF INTENT FOR STAFF'S MENTAL HEALTH & WELLBEING



The Skinners' Kent Academy Trust is committed to providing a healthy and caring environment that promotes and supports positive mental health and wellbeing for our students, staff and stakeholders. Positive mental health and wellbeing is vital to what we do at school; it underpins the crucial work carried out to support students and their families. As a Trust we are highly committed to supporting staff's mental health and wellbeing, to ensure that there is a positive and supportive workplace.

Outlined below are some of the ways in which staff are supported:

- Key staff are trained as Mental Health Leads within the Trust. John Willoughby, Vice Principal and Zoe Balding, Teaching Assistant and SKPS Staff Governor.
- Timetabled staff social times, where staff are free to choose their activities whether on site or off site with out of Academy responsibilities
- Staff have access to the following programmes as part of their employee package from the Trust:
 - Headspace, providing resources and research around mindfulness and meditation
 - Benenden Health Package (for employees before 2019)
 - Maitland Health: Wellbeing and health promotion initiatives including full access to a dedicated Wellbeing website
- Free use of the Academy's fitness suite and sports facilities
- An email protocol which supports communications only between the hours of 7am and 6pm
- A working onsite protocol which encourages everyone to be off-site no later than 6pm
- Random act of kindness initiatives
- A commitment to support staff with personal issues and an empathetic approach to such events.



SAFER RECRUITMENT IN EDUCATION: INFORMATION FOR APPLICANTS



The Skinners' Kent Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- a Skinners' Kent Academy Trust application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-employment checks

An enhanced DBS check is required for all successful applicants.

Prohibition and overseas checks will also be completed if necessary.



HOW TO APPLY

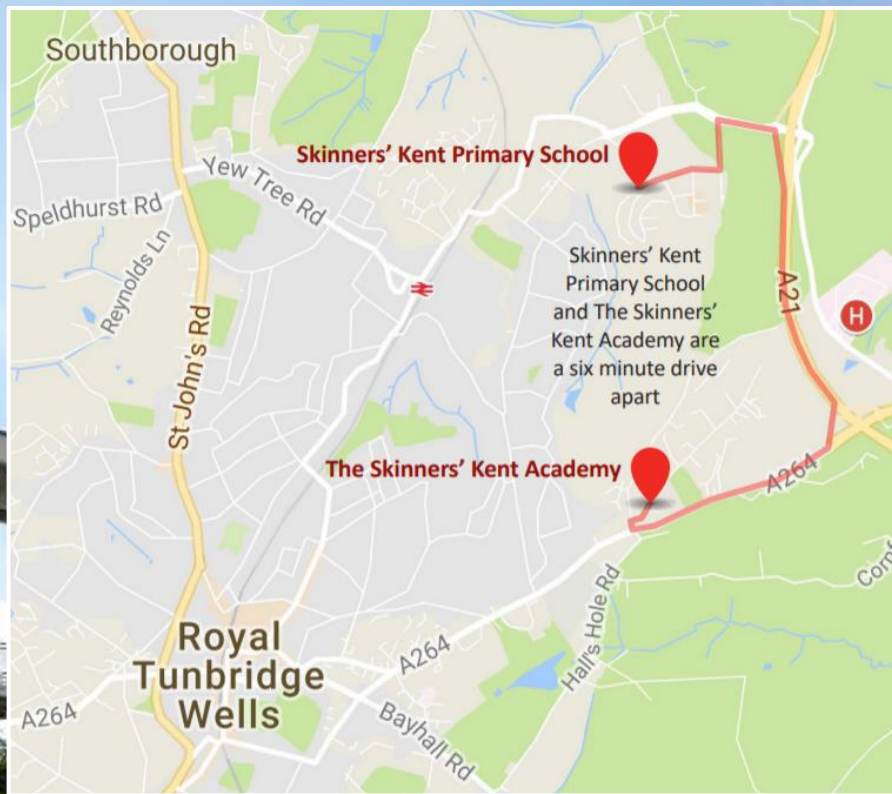


The closing date for applications is **Monday 23 May 2022 at 10.00am** with interviews taking place on **Wednesday 25 May 2022**.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- An application form is available in electronic format online at www.skinnerskentacademy.org.uk/workwith-us and should be returned electronically along with the Equality Monitoring Form by following the instructions in the 'Work with us' section of the website
- The Skinners' Kent Academy Trust will reimburse reasonable travel and accommodation costs to candidates attending interviews. You should retain copies of all receipts in relation to expenses incurred

For more information about this position, or to have a confidential discussion about the role, please contact Lorraine Barden, HR Manager, on **01892 553031**.

We look forward to hearing from you



PRIDE IN OUR SUCCESS



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