



**KENT COLLEGE**  
CANTERBURY

# Casual Higher Level Teaching Assistant



## APPOINTMENT DETAILS

<b>Job Title:</b>	Casual Higher Level Teaching Assistant
<b>Reporting to:</b>	Learning Strategies Coordinator
<b>Employment Status:</b>	Casual / Permanent
<b>Job Location:</b>	Kent College Junior School
<b>Closing Date:</b>	25th September 2023
<b>Start Date:</b>	As soon as possible

*If a pool of suitable candidates becomes available before the closing date Kent College reserves the right to interview and appoint without further notice*

## THE SCHOOL

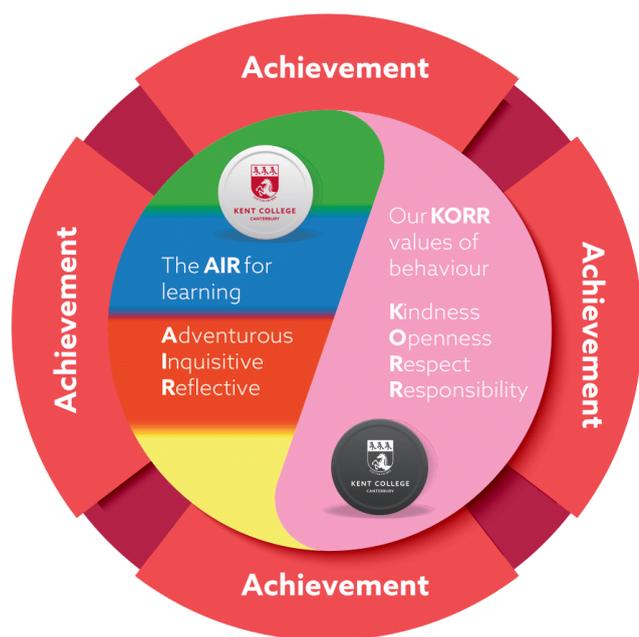
Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. The Senior School (11 – 18 years) has some 600 boys and girls, approximately one-third boarding and two-thirds day. There is also a thriving Junior School with c200 pupils in total. The school enjoys a high reputation for academic standards and many other activities including Sport, Music, Drama and Art. Academic provision includes A level as well as the IB Diploma for Sixth Form and GCSE, IGCSE and pre IB for Key Stage 4. Results place Kent College among the best UK Schools.

Kent College is a happy, caring and successful school in which pupils feel supported and encouraged to aim for high standards of achievement and conduct. The school was inspected by the Independent School Inspectorate in October 2022 and was found to be excellent and compliant in all aspects.

In August 2016 Kent College opened a 3-18 school in Dubai, and in September 2022 the primary stages of Kent College West Cairo accepted its first students. Summer 2019 brought the opening of a state-of-the-art 600 seater auditorium, The Great Hall. The hall is used by the whole school for worship and as a versatile and practical space for the college's highly regarded drama and music departments as well as for being available for use by the local community.

Kent College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

## OUR SCHOOL VALUES



## THE ROLE

We are looking for an enthusiastic Casual Higher Level Teaching Assistant to join our friendly and welcoming Junior School team to provide learning activities for pupils under the professional direction and supervision of the class teacher.

They will prepare resources and materials as directed by the class teacher to ensure the smooth running of lessons, as well as supporting with general administration tasks. They will provide high quality care and contribute to a safe, age appropriate environment for children.

The Junior School operates from 8 am to 6 pm, Monday to Friday, and the position is casual, on an as and when needed basis. As with teaching appointments, Higher Level Teaching Assistants are expected to contribute and support the extra co-curricular life of the school where reasonable.

## JOB DESCRIPTION

The following list is not exhaustive but serves as an indication of what the role encompasses. The Casual HLTAs main responsibilities will be:

- Depending on qualifications, experience and skills set, lead activities
- To provide learning activities for pupils under the professional direction and supervision of the class teacher.
- Help to support and mentor other practitioners and students / volunteers in their daily practice.

- Supervise the setting out and clearing up of materials at the beginning and end of an activity, encouraging children to follow the classroom procedures when required.
- Putting up display material as directed.
- Assist the class teacher in the implementation of suitable programmes and provide support for pupils with specific requirements, including;
  - Clarifying and explaining instructions
  - Ensuring pupils are able to use equipment and materials
  - Motivating and encouraging pupils
  - Helping pupils to concentrate and finish work
- Accompany pupils on school trips, both during term time, weekends and holiday periods. (School trips and excursions may extend beyond the normal school day, depending on the duration of the trip.)

## **SAFEGUARDING DUTIES & RESPONSIBILITIES**

The successful candidate will need to satisfy the conditions appertaining to a satisfactory Disclosure and Barring Service (DBS) check before taking up their appointment. They will be required to complete a medical questionnaire and produce evidence of all qualifications cited on the application form.

Kent College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact. All members of staff are expected to share this commitment and abide by the safeguarding policies in place and undertaking relevant training to ensure they remain up to date with Safeguarding policies and best practice.

This role is a teaching or teaching support role involving extensive contact with and responsibility for children.

For the avoidance of doubt, the duties and responsibilities contained within this job description indicate only the main responsibilities of the post and may change from time to time according to the requirements of the role. It is not intended as an exhaustive list, or to have contractual effect.

References will be taken prior to the interview. One of the referees should normally be the applicant's current or most recent employer.

Please note that Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Kent College staff and pupils are proud to be part of a welcoming international boarding community. We value diversity and promote equality at all levels, and we are passionate about attracting a diverse pool of applications through an inclusive appointment's process. Reasonable adjustments will be made at each stage of this process for any candidate with a disability. We warmly welcome applications from professionals of all backgrounds, communities, including ethnicity, gender, transgender, age, disability, sexual orientation, or religion, and particularly encourage applicants who identify as Black, Asian, or Minority Ethnic groups as these groups are currently underrepresented in our community.

Applications must be made via Kent College's online application system; CVs or details sent directly to the department or via email cannot be considered.

## PERSON SPECIFICATION

### Personal Attributes

- A keen interest in working within a school/learning environment
- Experience supporting children with SEND need
- The ability to work as part of a team.
- Effective communication skills
- Flexibility and availability when required to work – occasionally at short notice

## THE PACKAGE

**Hours:** Casual, on an as and when needed basis

**Salary:** Dependent on experience and qualifications

**Pension:** Contributory Pension Scheme\*

### **Benefits:**

- Generous training and mentoring package
- Benenden health care
- Free lunch in term-time\*
- Tuition fee remission\*
- Free car parking

*\*Conditions apply*