



KENT COLLEGE
CANTERBURY

Higher Level Teaching Assistant (Part Time)



APPOINTMENT DETAILS

Job Title:	Higher Level Teaching Assistant
Reporting to:	Designated class teacher
Employment Status:	Part Time, Term Time Only / Permanent
Job Location:	Kent College Junior School
Start Date:	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

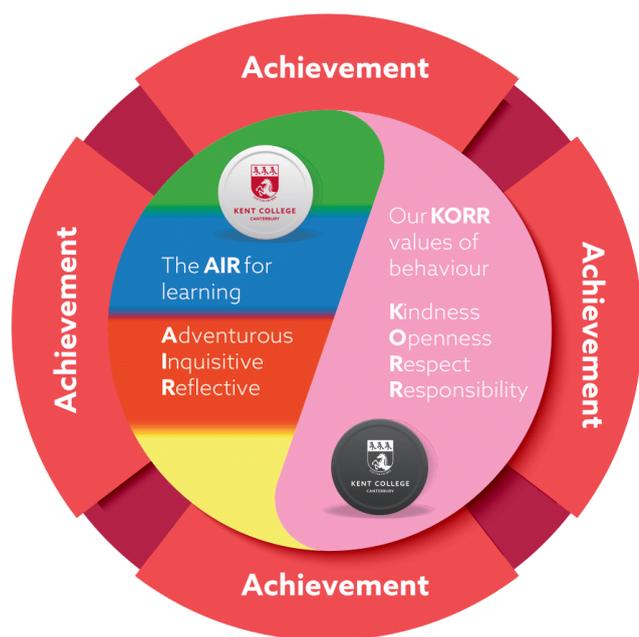
Kent College is a co-educational school with a Methodist foundation. The school is located in Canterbury, just one hour from the centre of London by train. The Senior School (11 – 18 years) has some 600 boys and girls, approximately one-third boarding and two-thirds day. There is also a thriving Junior 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 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 plan, prepare and deliver lessons to whole classes, small groups and individual pupils. Additionally, they will record and report on the development, progress and attainment of pupils.

The Junior School operates from 8 am to 6 pm, Monday to Friday, and the position is part time, term time only. 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 HLTAs main responsibilities will be:

- Plan and prepare lessons with the class teacher, participating in all stages of the planning cycle, including lesson planning, evaluating, and adjusting lesson plans.
- Develop and prepare resources for learning activities in accordance with lesson plans.
- Teach whole classes in the absence of the class teacher, with a pre-determined lesson framework and agreed supervision.

- Monitor and evaluate pupil's responses to learning activities through a range of learning and monitoring strategies.
- Provide detailed verbal and written feedback on lesson, content, pupil responses and behaviour, to pupils, teachers and parents.
- Deliver learning activities to pupils, being familiar with teaching methods in the relevant subjects/ specialism's / age groups. Adjusting activities according to pupil's individual needs.
- Develop and maintain successful relationships with pupils by treating pupils, with respect and consideration, whilst promoting and enforcing pupil's self-esteem.
- Understand the key factors which affect the way pupils learn the aims and content of teaching strategies and the intended outcomes.
- Supervise children throughout the school day, providing cover before school and during break time.
- To lead and/or participate with after school clubs and activities on a regular basis.
- Accompany pupils on school trips, both during term time, weekends and holiday period. (School trip and excursions may extend beyond the normal school day, dependant on the duration of the trip.)
- Understand and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection; reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
- Contribute to the overall work/aims of the school in liaison with colleagues so the school staff supports the attainment and progress of all pupils.
- Participate in training and other learning activities as required and attend relevant meetings to ensure continuous personal professional development.
- Maintain and update knowledge of ICT tools working in collaboration with all school employees, seeking and providing help and advice as required.
- Promote the school to prospective parents and pupils,
- Carrying out any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post of a HLTA.
- Maintain and update knowledge on school information and updates, including regulatory information.

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

Qualifications & Experience

- Recent experience of working in a primary school.
- Ability to make effective use of modern technology to support teaching and learning.
- Ability to work with a minimum of supervision and within a team.
- Communicates effectively both orally and in writing
- Be able to adapt support given to pupils to meet their individual needs.
- Assist the teacher by contributing ideas towards creating a positive learning environment and suggesting creative ways of learning.
- Familiar with Letters and Sound or other phonics programme.
- Used Tapestry or other online learning journey

Personal Attributes

- Strong Interpersonal Skills
- Flexibility with hours- occasionally working hours might be changed, e.g. for parents evening, after school events
- The ability to adapt to changing circumstances and needs.
- Ability to build a good rapport with children, parents, staff and other professionals.
- A readiness to maintain high expectations and standards for self and others.
- Punctuality and reliability, patience and resilience, enthusiasm, and a good sense of humour.
- A positive approach to inclusive practice, with children and colleagues.

THE PACKAGE

Hours: Part Time, Term Time Only (35 weeks per year)

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*