Candidate information pack

Teaching Assistant

BETHANY

Bethany School.
Altogether Original.

Welcome from the Headmaster



I am delighted you are interested in working at Bethany School, and I look forward to welcoming colleagues to our community at an exciting point in the school's development.

Choosing the right school to work in is a significant decision. It requires confidence that you will be part of a community where you are valued, supported and able to make a meaningful contribution. At Bethany, that sense of trust and shared purpose underpins everything we do.

Bethany is a vibrant and forward-thinking co-educational day and boarding school. Set within a beautiful 60-acre rural campus in Kent, we provide an inspiring environment in which both pupils and staff can thrive.

What makes Bethany distinctive is the balance we offer. We combine strong academic ambition with a structured, nurturing environment. Our intentionally small community ensures that every pupil is known personally, supported pastorally and guided academically, and that every member of staff plays a visible and valued role. No individual is lost in the crowd.

Academically, our pupils achieve excellent outcomes and progress confidently to leading universities. Equally important is the way in which they develop independence, resilience and self-belief, qualities honed through the expertise, care and commitment of our staff.

Bethany is also a place where colleagues work collaboratively and support one another to deliver an inspiring educational experience. We are proud of our talented, friendly and dedicated staff body, and we place great importance on professional development, wellbeing and creating opportunities for staff to grow and flourish in their roles.

If you are seeking a school where you can make a real impact, be part of a supportive and ambitious team and contribute to a thriving community, I warmly encourage you to consider Bethany.

I look forward to welcoming you.

Paul Jones

Paul Jones FCCT, MEd, BA (Hons)

BETHANY SCHOOL · BETHANY SCHOOL ·

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About Bethany School

Bethany School is a leading independent co-educational day and boarding school for pupils aged 11-18, set set within a beautiful 60-acre campus in the heart of the Kent countryside. We are a school defined by ambition, warmth and a strong sense of community, a place where both pupils and staff are known, valued and supported to succeed.

At our heart, Bethany is a school for individuals. We pride ourself on being inclusive and aspirational, “a school for the careful and the courageous, the modestly brilliant and the brilliantly modest”, where every pupil is encouraged to grow in confidence and achieve their full potential.

At Bethany, we combine strong academic ambition with a genuinely supportive and nurturing environment. Pupils achieve excellent outcomes, with the school ranked among the top performers nationally for A Level progression, and all Sixth Form leavers progressing to their first or second choice university.

Small class sizes and a focus on individual attention enable teachers to engage and challenge every pupil, ensuring strong progress across a broad range of abilities. This personalised approach is central to our success and underpins our reputation for helping pupils flourish academically and personally.

Bethany School has been rated ‘Excellent’ in all areas by the Independent Schools Inspectorate (ISI) in our most recent inspection, reflecting the quality of both our academic provision and pastoral care.



> “The size of the School, pupil and teacher relationships, the location and family atmosphere all combine to make Bethany an excellent working environment.”
>
> **- Bethany Teacher**



Bethany is widely recognised for our friendly, inclusive and down-to-earth atmosphere. We describe ourself as “an extension of the home”, a place where wellbeing is paramount and where pupils feel safe, supported and able to thrive.

This sense of community is strengthened by:

- A successful house system that encourages belonging and healthy competition;
- A close-knit boarding environment where pupils from different backgrounds live and learn together;
- Strong relationships between staff and pupils, supported by small class sizes and excellent pastoral care.

Staff frequently highlight the “family atmosphere” of the school, where collaboration, mutual respect and shared purpose are central to daily life.

Continued >>>



> Without Toby being at Bethany, he wouldn't have been able to achieve the results he did. The key thing for us is that every day he came home happy, with a smile on his face. In his previous schools, he never had that. It's a big thumbs up to Bethany, thank you very much.
>
> **- Parent of Year 11 pupil**

Bethany is a school with both heritage and ambition which is proud of its traditions, yet forward-looking in its approach. It is a place where individuals matter, where relationships are strong and where education is both rigorous and deeply human.

For those seeking to join a school where they can make a genuine impact, contribute to a thriving community and be part of a shared commitment to excellence, Bethany offers a compelling and distinctive environment.

Located near the village of Goudhurst in Kent, Bethany offers the best of both worlds: a safe, spacious rural setting combined with excellent connectivity. The school is within easy reach of London and major international transport links, and with a fleet of 15 private minibuses (and growing!), Bethany is truly accessible for both day pupils and boarders.

The campus provides a well-resourced and modern learning environment, with facilities that support a broad and engaging curriculum. Alongside academic study, pupils benefit from a rich co-curricular programme, including sport, performing arts, creative activities and weekend trips for boarders.

Education at Bethany goes beyond academic results. The school is committed to developing well-rounded, confident young people who are prepared for life beyond school. Through a combination of classroom learning, enrichment opportunities and pastoral support, pupils develop:

- Independence and resilience;
- Confidence and self-belief;
- Strong interpersonal and leadership skills.

The daily structure of the school, including dedicated time for activities and enrichment, reflects this commitment to a balanced and holistic education.

For staff, Bethany offers a highly rewarding professional environment. The school's size and ethos mean that colleagues are able to build meaningful relationships with pupils and each other, contributing to a strong sense of teamwork and shared purpose.

There is a clear commitment to:

- High-quality teaching and learning;
- Professional development and career progression;
- Staff wellbeing and support;
- Innovation and continuous improvement.

Safeguarding and pastoral care are central to the school's culture, with all staff playing an active role in ensuring pupils are safe, supported and able to succeed.



Bethany's Aims, Ethos and Vision

Bethany aims to provide an innovative and creative education relevant to the 21st century;

- Provide each pupil with a tailored, innovative and relevant education within a caring community.
- Enable each pupil to maximise their abilities and achieve their personal objectives – academic, artistic, sporting or excellence in other fields.
- Ensure all pupils, including the more able, are approlriately challenged.
- Use Information Technology to maximum effect in teaching and administration.
- Invest in the estate and infrastructure to advance the curriculum.

Enduring Aims

- Provide each pupil with a tailored education, with appropriate independent learning opportunities, within a caring community.
- Enable each pupil, including the most able, gifted and talented, to maximise their abilities and achieve their personal objectives – academic, artistic, sporting or excellence in other fields.
- Give all pupils the opportunity to develop their own spiritual understanding.
- A school where staff are supported, appraised, developed and enjoy working.
- Excellent standard of health, safety and well-being.
- Buildings and grounds updated, renewed and maintained in first class condition, in the most secure environment possible in a rural campus location.
- Maximise the school's environmental and neighbourhood awareness, and minimise its impact.
- Financially sound.

Ethos

- The welfare of our pupils is our first priority.
- We place learning at the heart of our community.
- We are open, honest, inclusive and mutually respectful.
- We cultivate and operate a spirit of philanthropy.
- We work in partnership with parents, pupils and staff.

> "Pupils say that the support received from staff, both during the school day and in the boarding environment, transforms their personal as well as their academic improvement as the school recognises the two are inextricably linked."
>
> **- ISI inspection**

Vision

Bethany 2028 is a school which is:

- Providing an innovative and creative education.
- Encouraging the virtue of learning in young people.
- Living our Christian values through excellent pastoral care.
- A flourishing school investing in the future.

Bethany's Values

At Bethany, we believe every child is an individual. We celebrate individuality and champion original thinking. We help pupils to develop their courage, curiosity and compassion. We create an environment in which every young person has the confidence to learn, contribute and flourish in their own way. Because originality changes the world.

Courageous

How we grow and embrace the future

We help young people embrace challenge with confidence, adaptability and determination. By valuing diverse perspectives, responding positively to change, solving problems creatively and learning from setbacks, pupils develop the resilience and resourcefulness to thrive in an increasingly complex world.

Compassionate

How we connect with others

We create a caring, inclusive community where every pupil feels known, seen, valued and respected. Through kindness, empathy and encouragement, we help one another grow with confidence and compassion.

Curious

How we discover the world

We inspire questioning, exploration and imagination, encouraging pupils to think independently, challenge assumptions and develop a lifelong love of learning. We nurture a spirit of discovery that helps young people engage confidently with the world around them.

> Our values of **Courageous**, **Compassionate** and **Curious** capture what is most important to us. We encourage pupils to show kindness and respect for others, to approach learning with curiosity and enthusiasm, and to embrace challenge with courage and resilience. These values shape daily life at Bethany and help prepare our pupils for life beyond school.
>
> **– Paul Jones, Headmaster**



Bethany's Virtue of Learning

At Bethany, learning and improvement permeates the culture of the School. In order to achieve that, we celebrate both progress and attainment. We understand that children who develop excellent learning habits at school become life-long learners, taking them through university and beyond successfully.

Engage

Be prepared to manage your attention, take responsibility and be mindful.

Small class sizes and a focus on engaging all our pupils as individuals maximises their achievement in every lesson. Our staff know every child very well and their expert teaching leads to excellent learning, ensuring that all reach their full potential at Bethany.

Persist

Be prepared to persist when you find things difficult. Be prepared to apply yourself.

With a range of subjects across all disciplines, your child will enjoy adventurous learning at Bethany, whatever their earlier experiences. Pupils are encouraged to persist in the face of hurdles in their learning, developing resilience as they respond to future challenges.

Question

Be prepared to check knowledge claims and develop your spiritual understanding.

An education for life means building the confidence to ask questions. Lessons at Bethany encourage your child to question and think for themselves, equipping them with valuable habits which will benefit them their whole lives.



> "The quality of the pupils' personal development at Bethany is excellent, with pupils rapidly developing strong self-knowledge, self-esteem, and resilience."
>
> **- ISI Inspection, April 2023**

React

Be prepared to deal with problems you face – think on your feet.

By encouraging each child to think creatively and explore solutions, your child will develop a learning agility that allows them to ride the waves of a changing world and face the future with a positive mindset.

Reflect

Be prepared to check and improve your own work. Be a reflective learner and develop the craft of scholarship.

Developing the learning habit of reflection is vital in accelerating our pupils' progress. Pupils at Bethany are encouraged to reflect upon the feedback they receive, both in lessons and around school. By setting aside time for reflection, pupils achieve their very best.

Staff Benefits and Wellbeing

Whether it's taking advantage of our excellent onsite facilities or our generous pension scheme and healthcare perks, there are plenty of benefits to working at Bethany School.



New Employee Buddy System

New staff are assigned a buddy once recruited to support them both on the lead up to joining and across their first year.



Free use of facilities

Free use of onsite facilities including our modern fitness suite and 25 metre, 6-lane award winning swimming pool.



Training & Development

Support for training and development – we encourage all staff to engage in reflective and relevant CPD regularly.



Free eye tests

Staff are entitled to comprehensive eye care benefits, which include eye tests to ensure the health and well-being of their vision. In addition to the eye examination, staff are also provided with vouchers that can be redeemed for glasses.



Pension Scheme

Membership of a Defined Contribution (DC) Pension Scheme is offered to both Teachers and Support Staff. Additionally, there is an option for salary exchange, also known as salary sacrifice.



Free parking

Free parking is available for all staff members, ensuring convenient access to parking spaces at any time.



Free Life Insurance

Staff are offered free life insurance coverage as part of their employment benefits package.



Regular staff socials

Regular staff socials, including free Christmas lunch and annual summer and winter parties.



Subsidised Accommodation

Some job roles come with an onsite accommodation option. Living onsite will come with a reduction in rent and subsidised council tax and water bills.



Christmas shutdown

Discretionary leave for school shutdown over Christmas for Support Staff.

> From my very first day at Bethany everyone has been friendly and helpful - there's a real open-door culture.
>
> **- Bethany Support Staff**

Role Overview

Teaching Assistant

We are seeking a Teaching Assistant to join our Dyslexia and Learning Support department.

Application Closing Date: Currently ongoing

Interviews: As soon as possible

Start Date: January 2027

Terms: Full-time, Permanent, Term-time only

Salary: Dependant on experience







The Post

- To work under the guidance of class teachers in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning;
- To be line managed by the School SENDCo / Head of Dyslexia and Learning Success Department (DLS)
- To provide general support to the class teachers in the management and organisation of the pupil and the classroom;
- To assist the teachers in creating and maintaining a purposeful, orderly and supportive learning environment;
- To promote the inclusion of all pupils, ensuring they have equal opportunities to learn and develop;
- Attending meetings alongside experienced staff outside of School hours to develop skills;
- To be responsible for promoting and safeguarding the welfare of children and young people within the School.

Key Responsibilities

Supporting the Pupils

- To support working relationship with the pupils, acting as role model and setting high expectations;
- Demonstrating positive behaviours and promoting Fundamental British Values;
- To support pupils learning in the most effective way;
- To meet the personal needs of pupils whilst encouraging their independence;
- To support pupils with additional needs under the guidance of the School SENDCo / Head of DLS
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.

Supporting the Teachers

- To shadow staff (at least initially) during lessons for observational purposes;
- To work closely with the teachers to assist in the planning, development and delivery of all areas of the curriculum;
- As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of the lessons as appropriate;
- To work on classroom displays following consultation with the teachers;
- To support with the observation, monitoring and evaluation of pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teachers.

Supporting the School

- To comply with and assist with all School staff with the development of policies and procedures relating to child protection, health, safety and security, SEN/Inclusion and data protection, reporting all concerns to the appropriate named person;
- To attend relevant meetings and participate in training opportunities and professional development as required;
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with School policy;
- To accompany teaching staff and pupils on visits, trips, and out of School activities as required within contracted hours and to take responsibility for pupils under the supervision of the teacher;
- To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed, or unsettled;

Supporting the Curriculum

- To support and assist in the development of basic Literacy, Numeracy and ICT skills and support the use of these learning activities as directed by the class teachers;
- To support and help adapt and plan the development of resources, taking into account pupils' interests, language, and cultural backgrounds;
- Undertake broadly similar duties commensurate with the level of the post as required by the Headteacher or a member of the Senior Management Team.
- Adhere to all school policies and not be limited to child protection, discipline, health and safety; and
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

Skills & Abilities Required







Essential Criteria

- Good literacy, numeracy and IT skills, with the ability to explain tasks clearly and help pupils build confidence in these areas.
- Ability to build positive, professional relationships with pupils and encourage them to participate, work co-operatively and become more independent.
- Ability to adapt support to meet individual pupils' needs while maintaining high expectations for learning and behaviour.
- Ability to work effectively with class teachers, the SENDCo and other colleagues, following agreed guidance and asking for clarification when needed.
- Ability to observe how pupils respond to activities and provide clear, accurate feedback to teaching staff.

Personal qualities

- A calm, patient and approachable manner, including when supporting pupils who are distressed or unsettled.
- A reliable and flexible approach to working with individual pupils, small groups and whole classes.
- A commitment to inclusion and to helping all pupils take part in school life.
- A willingness to learn through observation, feedback and training, and to attend relevant meetings outside normal school hours when required.

Safeguarding and professional conduct

- A commitment to safeguarding and promoting the welfare of children and young people.
- An understanding of professional boundaries and the importance of handling pupil information sensitively and reporting safeguarding concerns promptly through the School's procedures.
- Ability to model positive behaviour and uphold the School's expectations for staff conduct.

Desirable criteria

- Experience of working with children or young people in a paid or voluntary capacity.
- Experience of supporting pupils individually or in small groups in a school or other learning environment.
- Experience of supporting children or young people with special educational needs and disabilities (SEND).
- An awareness of how dyslexia and other learning differences can affect pupils in the classroom.
- A relevant teaching assistant or learning support qualification, or equivalent experience.

Application

An online application form can be accessed and completed by visiting our website under About Us > Staff Vacancies or by contacting Bethany School Human Resources by telephone or email.

- Closing date: Currently ongoing
- Interviews: Decided upon application

The post is subject to the receipt of two satisfactory references, completion of a confidential medical questionnaire and an enhanced Disclosure & Barring Service check.

Bethany School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo enhanced child protection screening appropriate to the position, including checks with the Disclosure and Barring Service and previous employers.

As part of your role, you will be required to adhere to all School Policies, to include but not be limited to Safeguarding and Child Protection, Code of Conduct and Health & Safety.

Bethany School is an Equal Opportunities Employer and appointments will be made without regard to gender, age or ethnic origin.

This post is exempt from the Rehabilitation of Offenders Act 1974.





Queries

If you have any queries at all about the vacancy, or any part of the recruitment process, please contact the Bethany School HR Department by phoning: **01580 211 273** or by emailing: **recruitment@bethanyschool.org.uk**



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