

SKINNERS' KENT
PRIMARY SCHOOL



PRIDE IN OUR SUCCESS

TEACHING ASSISTANT

Information for Candidates

July 2024

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 Skinners' Kent Primary School (SKPS).

SKPS opened on 1 September 2015 and offers a unique and diverse learning community providing the highest quality education in which all pupils can thrive and achieve their potential. The school is part of Skinners' Academies Trust which enables a wide variety of learning opportunities for all our children and staff.

SKPS is an inclusive school where personalised learning ensures we meet the needs of all pupils and enables them, irrespective of their starting point, to achieve their full potential. We aspire for all pupils to feel safe, happy and have a love for learning.

Our curriculum offers an all-round education to enable the development of the whole child to inspire, flourish and succeed within the framework of the Early Years Foundation Stage and National Curriculum. It is designed to foster curiosity and creativity, to develop motivation and habits that encourage our pupils to be lifelong learners. The life skills we teach our pupils will give them confidence and self-belief. We aim for all pupils to leave us ready to make the transition to secondary education and ultimately to play their part in their local community as well as nationally and internationally.

Oakley School leads a satellite class offering inclusive provision for pupils with special educational needs. This class is based within the building and grounds of SKPS as a specialist provision to support and enable pupils to be integrated into mainstream classes and to receive the support and encouragement that they need to progress and thrive. It is managed and led by Oakley School and has a separate admissions criteria.

If you share our 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.



Mrs Gemma Wyatt
Headteacher
Skinners' Kent Primary School

SKINNERS' ACADEMIES TRUST



Skidders' Kent Primary School is part of Skidders' Academies Trust, a Multi Academy Trust (MAT) comprising of Marsh Academy, Skidders' Academy, The Skidders' Kent Academy, Skidders' Kent Primary School and The Skidders' School.

Skidders' Academies Trust is sponsored by The Skidders' Company, one of the 'Great Twelve' livery companies of London. The Company is a major not-for-profit organisation with a well-established reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and the Company has a long track record of establishing, running and supporting excellent schools. Besides the Academies in the Trust, the Company is also responsible for Tonbridge School and The Judd School in Tonbridge, and The New Beacon preparatory school in Sevenoaks.

In the Trust, members of The Skidders' Company make up a significant proportion of each governing body and the Company provides financial support to help all its schools provide the best possible education.

The Trust's purpose is to provide its young people with the opportunity to make the most of their talents and fulfil their potential. It aims to:

- **Promote collaboration:** exchanging ideas and good practice to solve common problems together
- **Enable efficiency** in the use of its limited resources
- **Invest in staff**, finding the best teachers and giving them excellent opportunities to develop and progress
- **Share expertise** both from within the group and the wider sector, particularly in specialist areas such as SEND and mental health.

All of the schools within the Trust have first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.



OUR VISION AND VALUES



Our mission is to develop a passion for learning and achieving.

Skinner's Kent Primary School 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 at the school. We want our young people to recognise the potential that they have and to fulfil this.

Reflecting our school values, we will motivate and encourage our pupils to achieve their very best by being:

Successful in Life

- We use commitment to never give up and improve our learning
- We use creativity and our imagination to think of new ways to do things
- We use curiosity to wonder about the world and ask questions
- We use co-operation to help us help each other and work with others



Kind to all

- We show tolerance towards other people and are inclusive because we recognise there are many kinds of people
- We show respect to others and treat them the way we want to be treated
- We show empathy towards others in our community and around the world by understanding how they feel
- We show appreciation when we notice the beauty of people and the world

Proud of themselves and others

- We use our independence to work on our own and solve problems
- We use our confidence to believe in ourselves and show we are proud of what we do
- We use our enthusiasm to get excited about learning and life
- We use our integrity to tell the truth and stand up for what is right



JOB PROFILE



Teaching Assistant

Responsible to: Headteacher

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

Salary: SKAT Band 5 points 14 currently £22,595 for full time. Pro rata will apply with the actual salary equating to £6,889.00.

Working pattern: 2 days per week (13 hours), term time only including INSET (39 weeks per year). Working days are to be confirmed

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 pupils on a 1-1 basis, 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,

including personal care when needed.

- Assisting with the assessment of 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 for 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 Trust events as appropriate.

Additional duties

- Attend team meetings and staff meetings as required
- Maintain confidentiality inside and outside the workplace
- Understand and apply the School and Skinners' Academies Trust policies
- Undertake any reasonable additional responsibilities requested at any time by the Skinners' Academies Trust Leadership Team.

PERSON SPECIFICATION

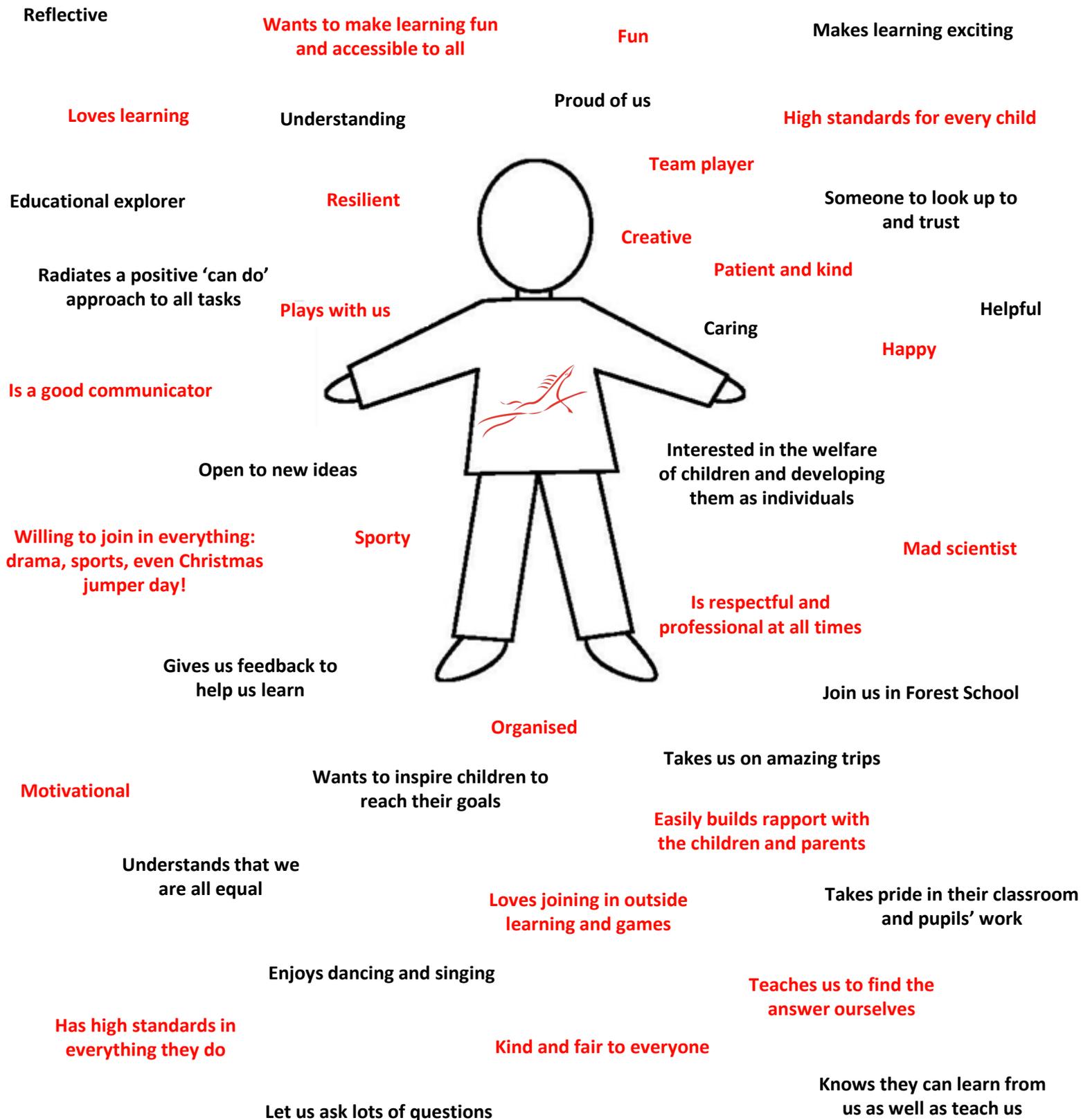


Criteria	Essential	Desirable
Education, training and qualifications	<ul style="list-style-type: none"> Evidence of good ICT, literacy and numeracy skills through an accredited qualification(s) 	<ul style="list-style-type: none"> Paediatrics First Aid Training
Essential skills and abilities	<ul style="list-style-type: 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 education Be familiar with Child Protection Policies and protocols 	<ul style="list-style-type: none"> Experience of working with children with ASD and/or communication difficulties
Personal qualities	<ul style="list-style-type: none"> Good personal standards in terms of attendance, punctuality and meeting deadlines Understanding 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
- 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
- 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



Skidders' Kent Primary School is committed to providing a healthy and caring environment that promotes and supports positive mental health and wellbeing for our pupils, 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 pupils and their families. As a School 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:

- Timetabled staff social times, where staff are free to choose their activities whether on site or off site without Academy responsibilities

- Staff have access to the following programmes as part of their employee package:
 - Headspace, providing resources and research around mindfulness and meditation
 - Maitland Health: Wellbeing and health promotion initiatives including full access to a dedicated Wellbeing website
- Free use of The Skidders' Kent 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



Skinner's' Kent Primary School 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 Skinner's' Kent Primary School 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.



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.

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 will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues related to suitability to work with children.

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

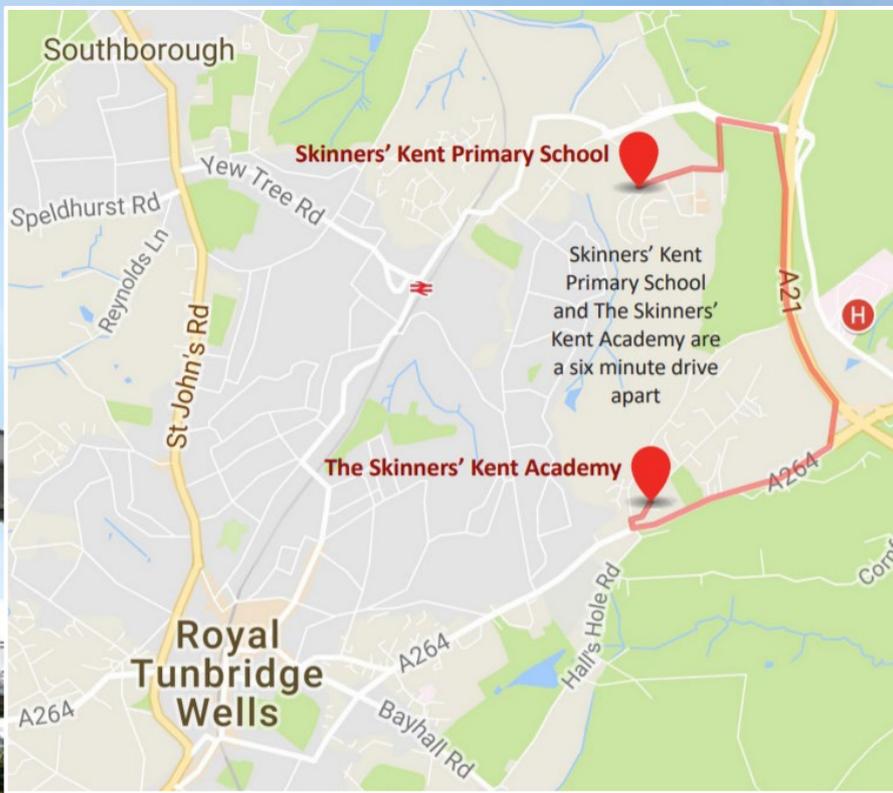


The closing date for applications is **15 August 2024 at 12 noon** with interviews commencing in the week beginning **19 August 2024**.

- 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.skinnerkentacademy.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
- Skinner's Kent Primary School 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

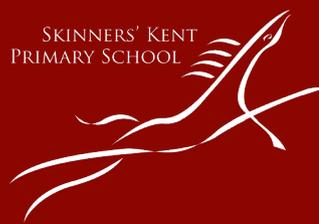


PRIDE IN OUR SUCCESS



The Skinners' Kent Academy
 Sandown Park
 Tunbridge Wells
 Kent TN2 4PY

01892 534377
 info@skidderskent.org.uk
 www.skidderskentacademy.org.uk



Skinners' Kent Primary School
 The Avenue
 Knights Wood, Tunbridge Wells
 Kent TN2 3GS

01892 553060
 info@skps.org.uk
 www.skps.org.uk