

Higher Level Teaching Asst (HLTA) Sir Henry Fermor C of E Primary School Candidate Pack

Crowborough Hill
Crowborough
East Sussex
TN6 2SD

For further information, contact:

- Karen Hawkins, HR Officer - 01892 652405] or email: office@fermorschool.org.uk
- Applications to Karen Hawkins, Personnel Officer, khawkins@fermorschool.org.uk (if electronic)



Sir Henry Fermor
Primary School

Contents

Welcome from Sacha, Executive Headteacher	Page 3
The Tenax Schools Trust - Who we are and what we stand for	Page 4
Sir Henry Fermor C of E Primary School – Teaching Assistant Job Description	Page 5
Application Process	Page 7
Guidance Notes for Applicants	Page 8
Information about Crowborough and Sir Henry Fermor	Page 10

Dear Applicant,

Thank you for considering developing your career at Sir Henry Fermor CE School. Our school is a Church of England two-form-entry primary academy school, serving areas of mixed housing and diversity, established in the thriving market town of Crowborough, in 1744. We enjoy close links with a dynamic and supportive church and are superbly supported by our many families.

Our dedicated and caring team has a wide range of experience, with some early in their careers and others able to mentor and support less experienced staff. We were judged by Ofsted as a **'Good'** school in every area, in February 2019 and **'Good'** in all areas by SIAMS in July 2019. A school steeped in history - as SHF is - requires the passionate and committed team we have created, and together we are embarking on the next phase of our exciting journey. Our fantastic team support each other and work closely together to set out high expectations for all. At Sir Henry Fermor, we are dedicated to ensuring every child's potential is realised, and out of this our school motto is born- **Inspire, Believe, Achieve**. Our vision for our school is that the development of the whole child is at the heart of everything we do.

It is our passion to develop the whole child in a safe, Christian environment and through our inspirational, knowledge-rich curriculum, we enthuse and challenge, allowing every child's potential to be realised; as highlighted by our school vision

Sir Henry Fermor enables everyone to succeed; as Jesus teaches through the parable of The Lost Sheep: no one is left behind. Inspiring children and adults, believing in God at the heart of all we do, through Christ's love and guidance; all in the Sir Henry Fermor family flourish, achieving fullness.

Our site is set in extensive grounds and includes a swimming pool, playgrounds, field and woodland, the latter having a thriving forest school. Our children are well-behaved, eager to learn and ready for a challenge. As part of the Tenax MAT, we enjoy close links with partner schools in Kent and East Sussex and can offer opportunities for our staff to work with colleagues from those schools.

We are seeking an energetic, enthusiastic and passionate colleague who understands the power of working within a team and who, from the beginning, will feel ready to add something to our Fermor Family. A good track record of being able to organise and facilitate high quality learning experiences, balancing equal support and challenge, is essential. Additionally, an enthusiasm for self-efficacy, learning, self-development through research and for initiating engaging learning experiences are essential.

Please visit our website to gain further insight into our school. <https://www.fermorschool.org.uk/>

We welcome applications from colleagues who share our determination to inspire young people as lifelong learners, and who believe, we, as educators are instrumental in facilitating children to aim high and achieve their full potential, in every aspect.

I look forward to receiving your **completed application by mid-night Sunday 3rd July 2022. Shortlisted candidates will be notified on Monday 4th July 2022 and invited to an interview on either Friday 8th July 2022 or Monday 11th July 2022. Starting date: September 2022.**

Kind Regards,



Ms Sacha Strand

The Tenax Schools Trust

Tenax Schools Trust is a Church of England multi-academy trust (MAT) that exists to provide outstanding education in both primary and secondary schools in Kent and East Sussex. Alongside Church of England Voluntary Aided (VA) and Voluntary Controlled (VC) schools, the Trust also includes schools with no denominational ethos. While our Church of England schools place particular emphasis on teaching children and young people about Christian values, beliefs and traditions, all of our schools subscribe to our underpinning educational, ethical and personal development principles. We value diversity and will preserve the distinctive local character of each school. We welcome pupils and families from all backgrounds and from all faiths and none.

Our educational philosophy derives from our founding values:

- We believe in the value and potential of every child and young person.
- We are committed to high standards of achievement and embrace a positive mind set approach that insists all students can make exceptional progress.
- We will deliver high quality teaching with a focus on achieving mastery of subjects from phonics through to the skills needed to play a musical instrument well.
- We value our staff because exceptional learning requires exceptional teachers. We provide excellent professional and career development as well as competitive employment packages. We aim to be an employer of choice
- We will provide rich additional opportunities for all to build character and develop children and young people's moral, social and cultural awareness.

The name 'Tenax' is the Latin word for 'tenacious' or 'steadfast'. We chose it because we are steadfast in our belief in the value of Church of England education, and the consequent commitment to high achievement and personal growth for all young people.

Partnership & Wider Contribution

Tenax Schools Trust aims to offer schools wide opportunities for mutual support and partnership, in particular through the practical sharing of leadership, educational and pedagogical expertise, resources and joint professional development.

The Trust supports its local governing bodies in their important role of working with the headteacher of each school to ensure high standards are maintained. Local governing bodies have a central role to play in preserving the identity of each school and building and maintaining strong links to the community it serves.

In its operation across Kent and East Sussex, Tenax Schools Trust has a close working relationship with both the Diocese of Rochester and the Diocese of Chichester. Likewise, The Trust collaborates with the local authorities of Kent and East Sussex in providing excellent educational opportunities for local children and young people.

Higher Level Teaching Assistant Job Description

DEPARTMENT:	Schools
LOCATION:	Countywide
JOB TITLE:	Higher Level Teaching Assistant
GRADE:	Single Status Grade 8
RESPONSIBLE TO:	Deputy Headteacher/Headteacher
MAIN PURPOSE OF THE JOB:	To contribute to a wide range of teaching and learning activities, and to assist and support the work of qualified teachers. To work within the statutory frameworks relevant to the role.

PURPOSE OF THE ROLE

To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.

KEY TASKS

1. To support pupils' learning and to contribute effectively and with confidence to the classes in which you are involved
2. To be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks in the subjects and age ranges in which you are involved
3. To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved and the place of these in the related teaching programme
4. To use ICT to advance pupils' learning, and use common ICT tools for personal and pupils' benefit
5. To adopt a range of strategies, in line with the schools' policy and procedures, to establish a purposeful learning environment and to promote good behaviour
6. To demonstrate and promote the positive values, attitudes and behaviour you expect from the pupils you work with
7. To have high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement
8. To use clearly structured teaching and learning activities, to interest and motivate pupils and advance their learning

9. To build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and be concerned for their development as learners
10. To work collaboratively with colleagues, knowing when to seek help and advice
11. To contribute effectively to teachers' planning and preparation of lessons
12. Working within a framework set by the teacher, to plan your role in lessons including how to provide feedback to pupils and colleagues on pupils' learning and behaviour
13. To contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests
14. To contribute to the planning of opportunities for pupils to learn in out-of-school contexts, in accordance with school policies and procedures
15. To support teachers in evaluating pupils' progress through a range of assessment activities and contribute to maintaining and analysing records of pupils' progress. To monitor pupils' participation and progress, providing feedback to teachers, and giving constructive support to pupils as they learn
16. To monitor pupils' responses to learning tasks and modify your approach accordingly
17. To promote and support the inclusion of all pupils in the learning activities in which they are involved
18. To advance pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present
19. Where relevant, to guide the work of other adults supporting teaching and learning in the classroom
20. To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures
21. To organise and manage safely the learning activities, the physical teaching space and resources for which responsibility has been assigned
22. To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning
23. To improve own practice, including through observation, evaluation and discussion with colleagues.
24. To carry out the above duties in accordance with the Children's Services Department's Equal Opportunities Policy.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Application Process

Applications

Please send your completed application form and supporting letter to khawkins@fermorschool.org.uk, or to Karen Hawkins, Sir Henry Fermor Primary School, Crowborough Hill, East Sussex, TN6 2SD by Midnight on Sunday 3rd July 2022. Please refer to the guidance notes for applicants.

Shortlisted candidates

Short listing will take place on Monday 4th July 2022 after which the shortlisted candidates will be contacted. This will include a letter outlining the interview process. Interviews will take place on Friday 8th July 2022 or Monday 11th July 2022.

Offer of Employment

The successful candidate will be contacted by phone and an offer of employment made subject to the satisfactory completion of all pre-employment checks

Any applicants who would appreciate an **informal discussion** about the post should contact:

- Vicki Edwards, Head of School, or Karen Hawkins, HR Officer on 01892 652405.

Guidance Notes for Applicants

Application Form

It is imperative that the application form is completed in full and signed. Please follow the instruction to use black ink or typescript as your form will very likely be photocopied. If you are submitting your application form electronically, you will be asked to sign the form should you be invited to interview.

When submitting your application, it is important that you relate your skills, experience and abilities against the person specification, identifying against each criterion, examples of your expertise. The shortlisting panel cannot guess or make assumptions. Please make sure you complete the application form that was sent to you with the application pack as this will be the most up to date version.

Please do not attach a previously prepared CV as an alternative. It is important that we are able to compare candidates' experience by drawing on the same range of information. Statements in support of an application will often need to be longer than the space provided on the form and these should be attached to the application on a separate sheet. Please refer to the information contained within the recruitment pack for the length and presentation of your personal statement.

Letter of Application

In addition to the application form, we ask that you write a covering letter describing briefly the extent to which your experience has prepared you for the post for which you have applied.

In addition, it will be important to relate your skills and knowledge to the job description with supporting evidence that demonstrates how you meet the range of criteria.

Referees

We will take up references on shortlisted candidates. Please give your current or most recent employer as one of your referees; if you do not wish for your current employer to be contacted prior to offer please make this clear as some references may be taken up prior to interview.

We ask that you do not include photocopies of open testimonials. We will always write to your current or previous employer for a professional judgement of your suitability for the post. If you have been employed in your present school for less than three years, the governing body may wish to seek further supporting information from your previous employer(s).

Qualifications

For Teaching applications, please bring documentary evidence of your Qualified Teacher Status (QTS) and other relevant qualifications (excluding GCSE, "O" and "A" levels) to your interview.

The selection panel will ask to see the original certificate, and copies will be taken for your application. If you have achieved the National Professional Qualification for Head teachers (NPQH) or any other professional qualifications e.g. National Qualification for School Leaders (NPQSL), National Qualification for Middle Leaders (NPQML), please bring copies of these qualifications to the interview for checking.

Medical Information and Disclosure and Barring Service (DBS) Disclosure

Prior to appointment, you may be required to complete a health statement that will be assessed by Tenax's Schools Trust Occupational Health Team.

Tenax Schools Trust is committed to safeguarding and promoting the welfare of all children and young people and all applicants are expected to share this commitment. All appointments are subject to pre-employment checks, including satisfactory references and an Enhanced DBS check.

This disclosure will need to be approved by Tenax Schools Trust before we can fully confirm your appointment. Please note that having a criminal record does not automatically mean that an offer of appointment will be withdrawn.

Eligibility to Work in the UK

In line with Safer Recruitment guidance issued by the DfE and other employment related legislation, you will be required to provide evidence of your identity and eligibility to work in the UK. The evidence required is one of the following documents:

- a full British passport (current or expired) or national identity card issued by a state which is party to the Europe Economic Agreement or other passport stating your eligibility to work in the UK.
- a full birth certificate issued in the UK or Republic of Ireland AND an official document showing your National Insurance number, for example, P45, P60 or a document issued by HM Revenue & Customs or another Government Department. (A document showing a temporary NI number would not be satisfactory.)

Information about Crowborough and Sir Henry Fermor C of E Primary School

Crowborough is a rural market town located on the Wealden District of East Sussex on the outskirts of the Ashdown Forest. Situated approx. 7 miles south west of Royal Tunbridge Wells and 35 miles south of London. It has direct train links to London Bridge, and regular bus services from Tunbridge wells to Brighton. Road access is served by the A26.

The town is surrounded by land which is designated as "land of outstanding natural beauty" its current population of around 25,000 is scheduled to increase slowly, making it the most populous inland town in East Sussex.

The school site, sits close to the picturesque Chapel Green, within close walking distance to the main town. The main school building was erected in 1880, after the old site at All Saints Church was outgrown. The building has been extended on numerous occasions since and now hosts a swimming pool, 2 playgrounds, school playing field, woodland area and two school halls.



*The original school: now used as
All Saints' Church Vicarage at Chapel Green*



*Today: Sir Henry Fermor Church of England
Primary School on Crowborough Hill*

What's in a name?

Sir Henry Fermor was born in Walshes Manor in Crowborough as the eldest son of the third marriage of William Fermor and Martha Thomas. In 1686 on his father's death Henry Fermor moved to London where he made his fortune. Henry Fermor married twice and, although he inherited Walshes in 1708 he never returned to Crowborough to live. In 1723 Henry took up residence at his brother John's house at Knole Park in Sevenoaks when his brother died. He became a Baronet on 7th May 1725 and Henry remained in Sevenoaks until his death on 2nd June 1734. On his death, he bequeathed money for a church and charity school for the benefit of the less fortunate children that lived in Crowborough and surrounding villages. In 1744, the original Fermor school building was built which is now the vicarage for All Saints Church.

We celebrate our school's history and remember our roots each year in our founders service in June. In addition, our school corridor displays our extensive heritage through original documentation and artefacts,