



# Thames View Primary School

## Candidate Briefing Pack Teaching Assistant





# Welcome to The Howard Academy Trust

As a Trust, we currently comprise of 7 schools, across Kent and Medway. We currently have 3 secondary schools and 4 primary schools. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust’s role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

**Owen McColgan**  
Chief Executive  
The Howard Academy Trust





## *Working together to build a community of successful learners*

### **Vision and Values**

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

**Excellent teaching and learning that promotes inclusivity;**

Regular opportunities for collaborative CPD to ensure best practice across academies;

**A proactive network for joint working across academies, for staff at various career stages;**

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

**The unique character of each academy is valued and contributes to the THAT whole Trust ethos;**

Shared whole Trust values of dignity, respect and ambition;

**High aspirations for all involved with the Trust and a solutions led approach;**

Each academy is a hub for its local community and families;

**Facing outwards and working in collaboration with other organisations and stakeholders;**

A centralised team that allows academies leaders to focus on their core purpose of education.



### **Strategic Priorities**

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



# Our Family of Schools



**The Howard School**  
1,500 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Temple Mill Primary School**  
240 Pupils on Roll  
Rated Good by Ofsted  
Located in Strood, Kent



**Deanwood Primary School**  
230 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Thames View Primary School**  
460 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Miers Court Primary School**  
400 Pupils on Roll  
Rated Good by Ofsted  
Located in Rainham, Kent



**Waterfront UTC**  
270 Pupils on Roll  
Rated Good by Ofsted  
Located in Gillingham, Kent



**The Abbey School**  
1,200 Pupils on Roll  
Located in Faversham, Kent

Further information about our  
academies can be found at  
[www.thatrust.org.uk](http://www.thatrust.org.uk)



# Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



## Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

## Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

## Wellbeing

- All year round support staff receive 24 days annual leave (pro-rata'd for part time staff) as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

## Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



*Hear from staff across the Trust*





# Welcome to Thames View Primary School

Thames View is a happy school - a great place to work and a great place to learn. We expect everyone to do their best and contribute to school life believing that we are strong, when we work together. At Thames View, staff are committed to providing an education that enables all pupils to realise their dreams, goals and ambitions. We work in partnership with colleagues, parents and the community, so that pupils achieve academic success and experience personal well-being within a caring and safe environment.

We motivate and engage children by delivering a rich and broad curriculum that inspires our pupils to become life-long and responsible learners. We promote our values of **respect, honesty, friendship, perseverance, responsibility and equality**, throughout all we do, so that our pupils are ready to take their place in a constantly changing world.

We are respectful, kind and caring, and enjoy working with the parents/carers and often invite them to join our whole school/class events. We have an active PTA who work hard to raise money for additional items. At present, we are saving to replenish our new library areas with exciting and relevant reading material. We love reading and every classroom has a great reading corner, full of interesting books. Raising money for charities is also high on our agenda. We have a Charity Day every year, organised by pupils in KS2, take part in Children in Need, raise money for the NSPCC and donates to local food banks.

We would love to have you join our team!



*Mrs Rogers,*  
**Head of School**



Thames View Primary School is a community primary school serving the full primary age range. We have our own nursery with 30 pupils in the morning and a further 30 in the afternoons. We have a beautiful site with wide open spaces which provide many opportunities for outdoor learning.



NOR  
468



Age Range  
3-11



PP  
13.2%



SEN  
14.1%



EAL  
6.2%



OFSTED Rating:  
Good



Gender of Pupils:  
Mixed



# Job Description

<b>Job Title:</b>	Teaching Assistant
<b>Contract Type:</b>	Part time, Permanent, Term Time Only + 1 week
<b>Remuneration:</b>	NJC D2 point 4-11 (FTE £24,404 - £27,269)

## Core Purpose and Scope

The holder of this post is expected to carry out the professional duties of a Teaching Assistant as described below, as circumstances may require and in accordance with the Trust's policies under the direction of the Senior Leadership Team. The post-holder is required to fully support the vision, ethos and policies of the Trust.

## THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

## Values and Behaviour

Support Staff play a vital role in assisting teaching staff to make the education of their students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

## Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

## Key responsibilities:

To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.

- Ensuring the Wellbeing Hub and resources are prepared on time
- To support individuals and groups of pupils to help them learn
- Work with teachers to assess the needs of individual children

- Promote inclusion and acceptance of all pupils in the school, including those with SEN needs, working with the SENCO/ inclusion lead to deliver and implement the EHCP and develop resources for pupils who have: English as a second language, speech and language impairments, or behavioural issues which interfere with learning and/or relationships
- To manage and assist pupils as advised by the classroom teacher and or SLT, to include planning and facilitating small group teaching and intervention
- Deliver behaviour management within and outside the classroom
- Attend to and assist with the care of pupils medical and personal needs to ensure their health and wellbeing is protected and a nurturing, safe environment is provided. (any necessary training would be provided)
- To work to promote the vision and principles of the Trust and school, including delivery of any policies such as the behaviour policy.
- Ensure the safety, welfare and good conduct of pupils during the midday break, in accordance with the practices and procedure of The Howard Academy Trust
- Supervise pupils in the dining areas, playgrounds and other parts of the school
- Ensure good standards of behaviour by pupils in accordance with the behaviour policy
- Assist in dealing with problems arising from unruly behaviour and report such matters to the supervisor, senior leadership or designated officer (as appropriate)
- Assist with maintaining the cleanliness of the Hub and lunch time environments
- Provide welfare support to the pupils of the school, including first aid duties (after appropriate training)
- Change clothes, clean and care for personal needs of children, as appropriate
- Engage children in developmental play in the playground.

#### **Adminstration:**

- Observe, record and feedback information on pupil performance
- Support the Wellbeing Hub with appropriate admin tasks

#### **Resources:**

- Operate relevant equipment/ICT packages (e.g. MS Office, internet, intranet, Email)

#### **Management:**

- This post does not have any management responsibilities.

#### **Additional Duties:**

- To support pupils, parents, teachers and the school to establish a supportive and nurturing learning environment in which children make good academic progress.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students follow this example.

*This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.*

*An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.*

# Person Specification

**Post:** Teaching Assistant

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
<b>Education and Qualifications</b>	
<ul style="list-style-type: none"> <li>• Maths &amp; English GCSE or equivalent Grade C and above</li> <li>• Certified teaching assistant course of training</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of ongoing Professional Development</li> <li>• First Aid Training</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of establishing successful learning relationships with a variety of pupils at the relevant age</li> <li>• Experience of the role of a TA and in particular organisation and management</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within the academy or education sector.</li> </ul>
<b>Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>• Effective use of data to analyse performance and manage interventions to measure the impact this can have on achievement and attainment</li> <li>• Training and equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> <li>• Sound understanding of equality of opportunity issues and how they can be effectively addressed in schools</li> <li>• Clear understanding of the role of parents and the community in school improvement and how this can be practised and developed</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of child protection and safeguarding policies</li> <li>• Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos and how this impacts on morale, high expectation and high standards</li> <li>• Knowledge of support services available to young people</li> </ul>
<b>Characteristics and Competencies</b>	
<ul style="list-style-type: none"> <li>• Good communication skills including written and oral</li> </ul>	

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| <ul style="list-style-type: none"><li>• Good numeracy and literacy skills</li><li>• Competent with computers and other technology</li><li>• Good administrative and organisational skills</li><li>• Able to lead intervention sessions</li><li>• Good team player and self-starter</li><li>• Ability to create a happy, challenging and effective learning environment</li><li>• A solution-focused mindset and determined “no-excuses” approach to raising standards</li><li>• A personable nature to build effective relationships</li><li>• Ability and keenness to promote the Trust’s positive culture and ethos</li><li>• Understands the importance of confidentiality and discretion.</li></ul> |  |
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