

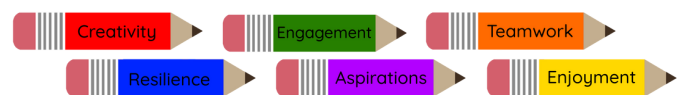
Welcome to Rolvenden Primary School

Thank you for your interest in the position of Teaching Assistant at our lovely, village school. Please do read through the information on the following pages and if you have any questions at any point or would like to book a tour of the school, please do contact us on rpsoffice@rolvenden.kent.sch.uk or 01580 241444

About Us

Rolvenden Primary is a small, rural school comprising of 4 mixed age classes which both nurture and foster independence and confidence. We currently have 84 pupils on roll serving the children of the village and beyond.

Our school values are based around the word CREATE. This acronym represents the values we believe all of our children should show during their time at Rolvenden: Creativity, Resilience, Engagement, Aspirations, Teamwork and Enjoyment.



Rolvenden Primary School is located very close to the centre of the picturesque village itself and we have very strong community links. Our school benefits from amazing facilities including an enormous school field, an outdoor swimming pool and a huge range of clubs and extra curricular opportunities.

We are part of the Tenterden Schools Trust. This is a local trust and includes Homewood School, Tenterden Church of England Junior School, Tenterden Infant School, John Mayne Primary School, St. Michael's Church of England Primary School along with several local nurseries. Being part of this trust enables our staff to have additional professionals to work closely with to ensure we provide an excellent learning environment for our children and support our staff with their chosen professional development route.

We believe strongly in developing the whole child and in addition to excellent Maths and English lessons, we offer learning opportunities across the whole breadth of the curriculum, including sports, drama and art. Our staff are enthusiastic and ensure all children achieve their potential.



Job Description



Job Details

Job title: Teaching Assistant

Salary: NJC scale 2/3

Contract type: Full Time - Fixed Term until 31st August 2025

Closing Date for Applications: Sunday 15th December 2024 @ 6pm

Interview Date: Friday 20th December 2024 @ 10am

Start Date: January 2025 (at a mutually agreeable date)

Main Purpose

The Teaching Assistant will work with class teachers to raise the engagement, learning and attainment of pupils. They will work with individual pupils so that they can access the curriculum and experience a sense of achievement.

Key Duties and Responsibilities

Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the class teachers and increase achievement of pupils, particularly those with special education needs and disabilities (SEND).
- Build professional relationships with specific children based on an understanding of trauma-based approaches.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning.
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning. This includes a good understanding of flexibly adapting tasks to suit needs of SEND children.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and pass observations to class teachers, the SENCO and other members of the Senior Leadership Team.
- Use ICT skills to appropriately advance pupil's learning.
- Undertake any other relevant duties given by the class teacher or SENCO.

Planning

- Contribute to the effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance.
- Proactively seek our lesson plans prior to lessons and seek appropriate training in order to facilitate effective delivery.



Key Duties and Responsibilities

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school through development of effective professional relationships.

Professional Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

All staff are required to safeguard and promote the welfare of children and young people, and follow school policies and all information included in the staff handbook. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



Person Specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> GCSE, or equivalent level, including at least a Grade 4 (previously grade C) in English and Maths. 	<ul style="list-style-type: none"> Level 3 TA qualification
Experience	<ul style="list-style-type: none"> Experience of working in a school environment or other educational setting or experience of working with children / young people. Experience of delivering/adapting learning activities. 	<ul style="list-style-type: none"> Experience of working with children with a variety of Special Educational Needs and Disabilities (SEND).
Skills and Knowledge	<ul style="list-style-type: none"> Good literacy and numeracy. Good organisational skills. Ability to build effective working relationships with pupils and adults. Skills and expertise in understanding the needs of all pupils Knowledge of how to help adapt and deliver support to meet individual needs Excellent verbal communication skills Active listening skills The ability to remain calm in stressful situations Knowledge of guidance and requirements around safeguarding children 	<ul style="list-style-type: none"> An understanding of the different types of Special Educational Needs and Disabilities (SEND). Knowledge of how statutory and non-statutory frameworks for the school curriculum relate to the age and ability ranges of the learners they support. Knowledge of how to support learners in accessing the curriculum in accordance with the SEND Code of Practice
Personal Qualities	<ul style="list-style-type: none"> Resilient, positive, forward looking and enthusiastic about making a difference Capacity to inspire, motivate and challenge children and young people Sensitivity and understanding, to help build good relationships with pupils Ability to work under pressure and prioritise effectively. Flexibility Commitment to safeguarding. An understanding of our values and how they thread through everything we do at Rolvenden. Strong team player. 	



The Process

- The closing date is **Sunday 15th December 2024 @ 6pm**
- **We strongly advise visiting the school to meet a member of the Senior Leadership Team prior to application or interview.** You can book a visit by emailing rpsoffice@rolvenden.kent.sch.uk or by phoning **01580 241444**
- Shortlisting will take place on **Monday 16th December 2024**
- Interviews will take place on **Friday 20th December @ 10am**

Equal Opportunities and Safeguarding

We are an equal opportunities employer and welcome applications from all members of the community. Rolvenden Primary School and the Tenterden Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful candidate will require an enhanced DBS check as part of the recruitment process along with two professional references.



How to Apply

You can apply for this vacancy via the school website using the electronic application form which can then be sent to rpsoffice@rolvenden.kent.sch.uk If you would like a paper application form, please contact the School Office.

Any Questions

We are happy to answer any other questions you may have. Do feel free to contact us on rpsoffice@rolvenden.kent.sch.uk or by phone on **01580 241444**.

Thank you for taking the time to read this document and we hope to meet you at Rolvenden soon.

