

**SEN Teaching Assistant**

Langney Primary Academy

Information

## CONTENTS


| | |
|---|---|
| Welcome | 3 |
| Job Description | 4 |
| Person Specification | 5 |
| Working at Langney Primary Academy | 6 |
| How to find us | 6 |
| Overview of Langney Primary Academy | 7 |
| Application Process | 8 |
| Overview of Swale Academies Trust | 10 |




# Welcome

Dear Applicant,

Langney Primary Academy is a school at the cutting edge of education. Our children enjoy learning that is so current and exhilarating that they run through the school gates every morning. One of the reasons for this is that we have the most caring and committed staffing body that promotes LPA as the beacon of the local community. The supportive "Langney Family" ethos can be felt the moment you step through the gates with excellent manners and mutual respect shown by all.

As staff, we support each other and promote staff wellbeing at all times. Langney is a brilliant and rewarding place to spend time in as we provide the opportunities for ALL children to unlock their unique talents and open doors to highly aspirational new life chances.

We are situated on the "Sunshine Coast" of Eastbourne with our school one mile from the beach, 100 metres from the historic 11th century Langney Priory site and serving a diverse local community. The rich surroundings include the magnificent South Downs that offer amazing walk and cycling routes.

LPA is the school of choice in Eastbourne and we are currently over-subscribed with families waiting years for their children to experience our innovative, bespoke learning curriculum with enriching trips, visits and over thirty activity clubs per week.

We are a fully inclusive school and very proud of this. Working at Langney offers the opportunity to develop the most Gifted and Talented pupils, disadvantaged children and children with wide ranging SEN needs. We strongly value mutual respect, equality and diversity in all we do and promote this at every opportunity. Our Pastoral support for children and families is all encompassing and the THRIVE approach is key to our successes.

Our motto "Active Body, Healthy Mind" is very prevalent as we encourage all children and adults in daily exercise, mindfulness and self care strategies. All children have weekly PE and Movement lessons taught by specialists and our outstanding facilities include Outside Gym, TrimTrail, Run the World Track and Sports Hall.

To gain more of the Langney Family feeling then please do visit www.langneyprimary.co.uk and navigate to our blog and kind comments sections.

Langney really does have the most awesome children and staff and is an incredibly rewarding place to be!

Good luck with your application.



**Benjamin Bowles**
Headteacher

# Job Description

**Job Title:** SEN Teaching Assistant
**Grade:** SAT B
**Responsible to:** SENCo / Headteacher
**Hours of work:** 08:40 - 15:10 Monday to Friday

**Purpose of the Job:**
To work with teachers to support teaching and learning of children of all abilities. Part of the role would be providing specialist support to the teacher in an aspect of the curriculum or age range, for children with Special Educational Needs (SEN) when needed.

**Main duties and responsibilities (Accountabilities):**
1. Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2. Assess, record and report on development, progress and attainment as agreed with the teacher.
3. Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher/SENCo.
4. Plan and evaluate specialist learning activities with the teacher, writing reports and records as required.
5. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
6. Support pupils in social and emotional well-being, reporting problems to the teacher/SENCo as appropriate.
7. Teaching Assistants in this role are expected to undertake at least one of the following:
    a. Provide SEND support as described in the SEND Code of Practice.
    b. Provide specialist support to pupils where English is not their first language.
    c. Provide specialist support to gifted and talented pupils.
    d. Provide specialist support to all pupils in a particular learning area (e.g. ICT, literacy, numeracy, National Curriculum subject).
8. Provide Cover for lessons and deliver planned learning from the teacher..

**Teaching Assistants in this role may also undertake some or all of the following:**
1. Establish and maintain relationships with families, carers and other adults, e.g. speech therapists.
2. Provide short term cover supervision of classes.
3. Supervise the work of other support staff/trainees.
4. Be responsible for the preparation, maintenance and control of stocks of materials and resources.
5. Support individuals and/or small groups to prepare them in school readiness.
6. Escort and supervise pupils on educational and out of school activities.
7. Guide and support pupils in their personal, emotional and social development.
8. Prepare and present displays.
9. Supervise individuals and groups of pupils throughout the day, including supervision in the classroom, playground and dining areas.
10. Be involved in planning, organising and implementing individual development plans for pupils (such as Individual educational plans), including attendance at, and contribution to, reviews.
11. Work with pupils not working to the normal timetable.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

# Person Specification

| Qualifications | Essential / Desirable |
|---|---|
| Level 2 Qualifications (or equivalent) | E |
| Requires knowledge and procedures for supporting and leading learning activities in a specialist area. | E |
| Knowledge and skills supporting teaching and learning including knowledge of a specialist aspect of supporting learning and teaching or equivalent experience. | E |
| **Experience** | |
| Successful relevant experience of working with children with additional needs. | D |
| Have experience of learning at an EYFS level | D |
| **Skills & Abilities** | |
| Have necessary skills to manage and supervise small group activities safely and be able to use a range of strategies to deal with pupil behaviour. | E |
| Ability to use specialist equipment/materials and be able to demonstrate and assist others in their use. | E |
| Be able to devise and implement structured learning activities, under the direction of the teacher, and be able to evaluate their effectiveness and measure pupils' progress, giving feedback as required. | E |
| Ability to relate well to children and adults, understanding their needs and being able to respond accordingly. This may include children on the SEND register that have significant needs. | E |
| Good influencing skills to encourage pupils to interact with others and be socially responsible. | E |
| **Knowledge** | |
| Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality. | E |



# Working at Langney Primary Academy

### Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- Access to training and development

### Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

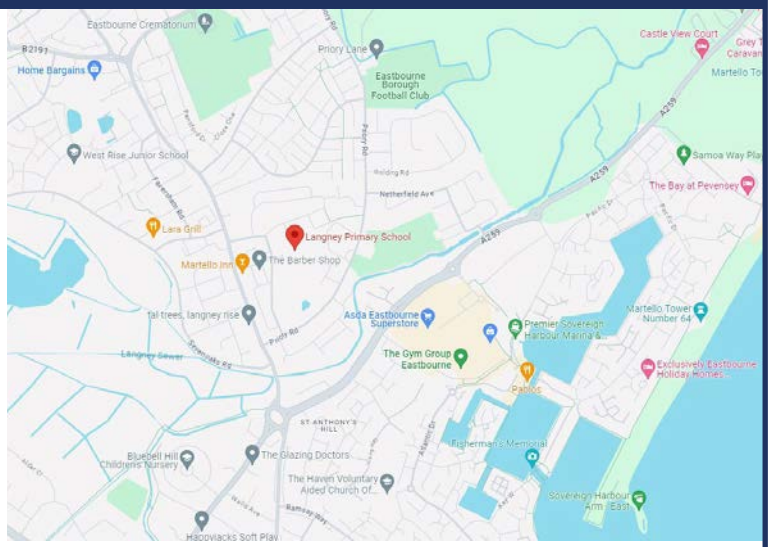
# Finding Us

**Langney Primary Academy**
Chailey Close, Eastbourne, East Sussex, BN23 7EA

01323 762177
lpa-office@swale.at

**Closest Train Station:**
**Hampden Park (Sussex) Station**
Approx. 43-minute walk or 23-minute Bus

**Closest Bus stop:**
Martello Inn - 1, 1A, 1X, 36, 37, 43, 44, 44A, 44B, 50, 501
Pensford Drive - Loop





# Overview of Langney Primary Academy

**Life at Langney……**

Many staff at Langney are desperate to get their own children into our brilliant school. This is an indication of the strong beliefs and courage in our approach to education.
We fully understand the community we serve and have appropriately derived six key drivers to our curriculum and approach.

Pupil attendance has been consistently higher than the national average for years as our children are desperate to be in school. The offer from staff is rich and varied and the relationships between adults and children are positive and nurturing.

We are proud of our inclusive nature as we expect ALL children to surprise us every day with inquisitive thoughts. All children experience learning way above and beyond the National Curriculum expectations in so many subjects due to our exceptional specialist subjects, teachers and facilities.

Staff feel valued at Langney. This is shown through our full commitment to positive staff wellbeing. This is illustrated through our renowned “Wellbeing Menu” that lists the wellbeing events and teacher workload adjustments on offer. Self awareness and self care is actively encouraged to sustain motivation and the love to pass on learning.

Enrichment and career progression opportunities for staff are wide and varied. Being part of Swale Academies Trust opens up strong links that we use for networking at so many levels. A strong sense of belonging and worth is tangible as many staff just do not want to leave our unique and modern school



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.
Application forms can be found on swale.at website. Completed forms can be sent to rachel.hickman@swale.at or by post to the following address:

Miss Rachel Hickman
Langney Primary Academy
Chailey Road
Eastbourne
East Sussex
BN23 7EA

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. Langney Primary Academy may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leadinccg Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

**Swale Academies Trust - Schools**

**Primary**

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

**Secondary**

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

**Central Support Services**

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

# Swale ACADEMIES TRUST





## OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

## OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.





## OUR VALUES

**Excellence**
We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

**Integrity**
We are honest and treat individuals fairly, acting in the best interests of our pupils.

**Collaboration**
We work together to achieve more than we could individually, sharing good practice and learning.

**Agility**
We are curious and innovative, embracing both challenge and change.

**Empathy**
We actively listen to understand another person's experience, nurturing an inclusive environment.




SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS
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