



St Botolph's
Church of England Primary School

Working at St Botolph's C of E Primary School

Join our Team



For Appointment of:
Pastoral Teaching
Assistant



PROUD TO BE
Aletheia
Academies Trust



Acting Headteacher's Welcome

Alice Martin

Thank you for your interest in the role at St Botolph's Church of England Primary School. I hope that the information within gives you an insight into our school, Aletheia Academies Trust and the unique opportunity this position offers.

St Botolph's C of E Primary School aims to provide a stimulating and varied programme of education to enable children of all abilities and backgrounds to acquire confidence, knowledge and skills within an environment of the Christian faith and practice, respecting also those from other faiths.

We have strong links with St Botolph's Church and pride ourselves on our Christian ethos and values. The 3 Rs – respect, responsibility and resilience – underpin all that we do, challenging our children's thinking, encouraging them to be valued citizens within our community and beyond. Our Christian values are interwoven into all aspects of school life, ensuring that we provide a safe and nurturing environment in which children can thrive.

As a member of the Aletheia Anglican Academies Trust, we have access to a huge range of expertise and facilities and work within a supportive network.

Our children are delightful; they behave well, have positive community values and are well supported by their parents. Our bespoke curriculum is engaging, focusing on committing learning to the long-term memory by making connections and the learning real. The overall education provided by the school clearly demonstrates that there are consistent systems and routines in place, achievement and progress are good and safeguarding procedures are highly effective.

Being part of the St Botolph's community is a special experience and one which positively shapes lives for the future.



At St Botolph's, we pride ourselves on offering our children quality education within a safe and nurturing environment. We continually strive to improve, giving our children exciting opportunities to broaden their horizons. We are blessed with fantastic grounds, large classrooms and a dedicated staff team who are always striving to improve. Our most recent Ofsted rated us as 'Good' and our Church school inspection rating is 'Outstanding'.

Our service to the school community will seek to fulfil Jesus' promise of 'life in all its fullness.' We will provide a committed and consistent approach. The curriculum will expand opportunities and widen horizons for all. Our Christian values of respect, resilience and responsibility will foster a strong sense of belonging.

The St Botolph's Curriculum has been carefully crafted to ensure that all aspects of the National Curriculum are covered and skills embedded. This curriculum also incorporates a wider learning, developing cultural capital and offering enhanced opportunities to the school community. The spiritual, moral, social and cultural development of our pupils and their understanding of the core values of our society are woven through the curriculum. The English curriculum is enhanced using the Power of Reading for writing and Accelerated Reader. The Maths curriculum is delivered using the Maths Mastery planning which enables children to develop their understanding, vocabulary, reasoning and problem-solving skills. We use Understanding Christianity to teach RE using a teaching and learning approach to enable pupils to move from an understanding of the biblical text to an understanding of what this means for Christians. This includes opportunities for pupils to examine and evaluate connections between these ideas and the wider world.

We are continually looking to develop as a school, always seeking new opportunities to further improve the education we offer our children – they are at the heart of all that we do. Staff, children, parents and governors work together for the care of the school within the community, committed to the spiritual, social, moral and intellectual welfare of the pupils.



“St Botolph's has a strong community ethos. Leaders have high expectations and want pupils to excel.” - Ofsted



Diocese of
Rochester



Job Description

Job Title	Pastoral Teaching Assistant
Location	Northfleet, Kent
Duration	Fixed Term (Max One Year)
Work Hours	8.30am to 3.30pm
Reporting to	SENCo Assistant/ Inclusion Manager
Salary	KR3 – KR6 (min) – Subject to experience
Pension	LGPS



About the Role

We have an exciting opportunity for an experienced teaching assistant to join our support staff team, working across all key stages of the school to ensure our children receive the best education that we can offer. You will need to hold a Teaching Assistant qualification, be self-directing, highly motivated and above all, keen to learn and willing to engage in CPD, in order to have maximum impact on the lives of our children.

You will support the teaching, learning, social and emotional wellbeing of our children, providing general and specific assistance to teachers, pupils and families under the direction, guidance and direct supervision of the SENCo Assistant and Inclusion Manager. To provide administrative support to the Inclusion Team in delivering and managing inclusive and nurturing provision for all pupils across the school.

This role is a fixed term contract for a maximum of one year. Agreed term to be discussed during interview.

Key Responsibilities



- To support children across the school, including those with SEND, undertaking training where necessary.
- To assist the SENCo Assistant and the Inclusion Manager in the day-to-day running of their roles, including providing administrative support.
- To assist the SENCo Assistant and the Inclusion Manager in creating an inclusive and nurturing ethos and culture within the school, to ensure that all children are well supported to meet their full potential academically, socially and emotionally.
- To support Class Teachers in identifying and meeting the needs of the children in our school, providing guidance and support to staff on issues related to student wellbeing, behaviour manager and inclusion needs.
- To organise and facilitate, monitor and evaluate inclusion and pastoral support programs and interventions.
- Stay informed with current research, policies and best practices related to inclusion and pastoral care in schools.
- Establish effective working relationships with other members of the staff and with families, in order to appropriately support all pupils.
- Liaise with parents and guardians regarding concerns and possible support strategies to ensure the best support for their child.
- Work with individuals or small groups of children under supervision and direction of the SENCo Assistant and the Inclusion Manager.
- Support pupils to understand and follow instructions, allowing development of independent learning and inclusion of all pupils.
- Develop methods of promoting and reinforcing children's self-esteem and social interaction.
- Contribute to the development of an effective and safe learning environment.





- Assist with observing and monitoring the progress of the children, maintaining accurate records regarding progress, areas of development and next steps and providing regular feedback to the SENCo Assistant and the Inclusion Manager.
- Attend meetings, as appropriate, with school staff, families and external agencies.
- Maintain a professional and discreet attitude at all times.
- To undertake lunch and break time duties, facilitating games and playground activities.
- To undertake First Aid training as required and administer first aid and care for injured and/or sick children when necessary.
- To attend training opportunities such as courses and development days when appropriate.
- To work in co-operation with all staff to ensure that resources and equipment are maintained in a clean, safe condition and are stored appropriately.
- To be aware of and comply with all school and Trust policies and procedures taking due regard to matters relating to safeguarding, health, safety and security, confidentiality and data protection.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed

Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

To ensure:

- Policies are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated safeguarding leads and other staff to discharge their responsibilities, including taking part in inter-agency meetings, and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about unsafe practice regarding children and such concerns are addressed sensitively and effectively in a timely manner.



“Well developed and embedded Christian values are integral in driving forward school improvement and enabling all pupils to realise their God-given potential.” - SIAMS

Person Specification



Qualifications and Experience

- Teaching Assistant Qualification
- Inclusion Qualification
- GCSE or equivalent level, including at least a Grade C in English and maths.
- Experience and knowledge of working within Primary education
- Experience of working with children with SEND
- Experience of leading specific interventions to support the inclusion of all
- Experience of working with families
- Good listening and oral and written communication skills
- Good ICT skills to support pupils' learning

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Skills and Knowledge

- High standard of maths and literacy skills with a secure understanding
- Good communication skills.
- Ability to inspire, motivate and foster excellent relationships, working in partnership with staff, parents, governors and our wider community.
- Good interpersonal skills and the ability to work as part of a hard-working, enthusiastic and committed team.

Personal Qualities

- Committed to safeguarding and promoting the welfare of children.
- Enthusiastic and self-motivated.
- Have the ability and creativity to adapt learning to meet the needs of all learners.
- Have high expectations of both pupils and of yourself.
- Hold a belief in inclusion, diversity and the right of each child to be successful whatever their needs, abilities and background.
- Be committed to your own professional development and keen to make a significant contribution to the life of our school.

All Essential Criteria

E = Essential

D = Desirable



How to Apply

If you are interested in this position and would like to have a more detailed conversation or arrange a visit to the school before making the decision to apply for the post, please contact:

Kim Barton, Office Manager
office@st-botolphs.kent.sch.uk
01474 365737

To apply for this role, please visit MyNewTerm:

School Visit Dates:
Please contact the School Office

Closing Date:
Midday Monday 15th July 2024

Interview Date(s):
TBC



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



Contact Us

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