



THE
**THOMAS
AVELING**
SCHOOL

Teaching Assistant Apprentice

Candidate Application Pack

A **Beyond** ACADEMY
SCHOOLS TRUST

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Message from Fiona Linter, Headteacher

Welcome to The Thomas Aveling School!

Thank you for considering the exciting opportunity of joining us as a **Teaching Assistant Apprentice** at The Thomas Aveling School. We are thrilled to share our journey with you and hope you find our information pack both engaging and inspiring—just as we find our school community every day!

At Thomas Aveling, we pride ourselves on being a wonderful place to work and grow professionally. Our supportive colleagues create an environment where collaboration thrives, and everyone is committed to the success of our pupils. Here, you will find a warm atmosphere where we celebrate each other's achievements and strive together to provide the best for our students. We invite you to explore our recent OFSTED reports, which reflect our dedication to maintaining a happy and thriving school community over the past 12 years.

As one of nine secondary-modern schools in the Medway area, we have a rich history, having been the first High School in Medway to convert to an Academy. This transition has empowered us to allocate additional resources towards enhancing our students' learning experiences. Now part of the Beyond Schools Trust, we enjoy collaborative opportunities with our partner schools, allowing for professional development that enriches our teaching practises.

Our school is highly regarded in the community, often receiving three to four applications for every Year 7 place, thanks to our strong reputation for raising aspirations. We take great pride in our students' achievements, consistently exceeding expectations based on prior attainment.

We are particularly proud of our Key Stage 4 success, with our Progress 8 scores consistently placing us in the top 20% of all schools nationally. This success has led to the expansion of our Sixth Form, where students can choose from over 25 subjects, including both academic and vocational qualifications, enhanced by our collaboration with the grammar school in our Trust.

Our Level 3 courses have seen remarkable success, with nearly a 100% pass rate and an average academic grade of C+. We are ambitious to push this further, aiming for an average of B grades in our academic subjects. Each year, we celebrate students who apply to top universities, including Oxbridge, showcasing the incredible potential of our pupils.

At The Thomas Aveling School, you will truly feel the impact of your work every day. Our diverse student body comes from various backgrounds, and many live in rented accommodation, making our mission to support and uplift each student even more meaningful.



We hope you find this application pack informative and inspiring. We warmly encourage you to visit our school to see our vibrant community in action. If you'd like to arrange a visit or discuss the role further, please find our contact details on the Recruitment Process page of this pack. We look forward to receiving your application and potentially welcoming you to our dedicated team!



About The Thomas Aveling School

The Thomas Aveling School is a very successful non-selective mixed school; we are a happy school, a school for all abilities and a school for the local community of Rochester.

We create a culture of high expectations and success for all students and staff. This is grounded in a supportive ethos where each student is treated as an individual, with their needs and ambitions supported by a great pastoral and children's team. A student's well-being is of equal importance to their academic progress, the support we offer is outstanding.

As well as supporting students of all abilities to make fantastic academic progress, Thomas Aveling provides an excellent all round education valuing Music, Drama, Sport and the Arts highly with exceptional facilities – we regard these subjects as providing the soul of the school and give students additional opportunities to excel. The standard of teaching at the school ensures strong progress is seen in the core subjects of English, Maths and Science without affecting the time given to creative and practical subjects - students enjoy the full breadth of experiences.

As a previously designated teacher training school we are fully invested in the professional development of our staff. Our dedicated teachers/mentors give the very best of training experiences to all of our trainees and ECTs. We have a strong and successful relationship with our main ITT providers, Teach in Kent and KMT and continue to work together in order to generate excellent practitioners. We successfully train an abundance of teachers every academic year, many are subsequently employed within The Thomas Aveling School, or the Beyond Schools Trust.

We have the very highest expectations of all within Thomas Aveling and work closely with parents to maximise achievement and to develop young people into caring, successful adults. We are very proud that when students leave us aged 18 (or 16 in the minority of cases) that they often go onto further study at University, specialist colleges or enter high quality careers in several areas. Our students are successful due to the talent and tenacity of the staff at Thomas Aveling raising the students' aspirations and expectations and never letting them settle for being alright.

As part of the Beyond Schools Trust, we play a pivotal role in enhancing educational opportunities for over 7000 young people in Medway and Kent. We believe that all involved in Thomas Aveling work and achieve best when happy; students are given considerable say in their education, for example choosing their option subjects in Year 8, choosing extra-curricular activities early in Year 7 and having the chance to take part in the Student Council. We have high expectations of all our students and considerable work goes into raising the aspirations of all - aiming high in everything we do.



Our Aims & Values

Everything we do as a school is grounded in our 5 Student Virtues – the characteristics we want to develop in all our students – Ambition, Resilience, Respect, Pride and Creativity. Students are given a massive range of opportunities in and out of the classroom to develop these virtues.



- To embrace students of all abilities, enabling each one to achieve their very best
- To provide inspirational teaching and learning for the young people at our school within a caring environment
- To reward all achievements
- To offer challenging experiences
- To develop qualities of self-discipline, integrity, respect, honesty, trust and compassion
- To develop an effective partnership with all parents
- To encourage links with, and an understanding of, industry and commerce
- To prepare students for the responsibilities, opportunities and experiences of adult life



Our Results

Key Stage 4

Student achieving a Grade 4 or above in English and Maths = 56% in 2025

Key Stage 4 Results	2025	2024	2023	2022	2019	2018
No. of students entered for exams	217	189	195	191	182	176
% gaining 5+ 9-4 grades (A*-C)	55%	62%	63%	64%	63%	61%
% gaining 5+ 9-4 grades incl En & Ma (A*-C)	50%	59%	58%	60%	53%	53%
% gaining 5+ 9-1 grades (A*-G)	97%	97%	96%	97%	98.9%	98.3%
% gaining 1 9-1 grade (A*-G)	98%	100%	98%	97%	100%	100%

Key Stage 5

YEAR 13 ATTAINMENT	2025	2024	2023	2022	2019	2018
A*-B	23%	22%	35%	44%	25%	25%
A*-C	56%	52%	68%	74%	60%	60%
A*-E	95%	95%	100%	99%	98%	99%
APS – Academic	C- 25.68	C- 25.56	C 31.6	C+ -33.07	C- 27.74	C 29
APS - Vocational	D- 32.92	D- 32.01	D 33.97	D-36.36	D 34.5	D- 33



Welcome from our Chief Executive Officer

Welcome to Beyond Schools Trust

We are an ambitious organisation of 10 schools, serving the educational needs of nearly 7,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the South East of England.

We employ around 900 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 100 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in our strategic plan, we set out to develop a Trust that fully prepares children so they have the skills, knowledge, values and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organisation, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and the best opportunities for students to achieve their full potential.

Welcome to Beyond.

Andrew Minchin
Chief Executive Officer



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Job Description

Reporting to: SENCO
Salary: Apprentice salary
Location: The Thomas Aveling School, Arethusa Road, Rochester, Kent ME1 2UW

Job purpose

To support the teaching and welfare of children, especially those with special educational needs, to attain their academic and personal targets

Duties & Responsibilities

- To support all pupils within the class, enabling pupils to become more confident and independent learners.
- To help raise standards of achievement of all pupils.
- To withdraw pupils when required for additional 1:1 or small group work.
- To support pupils during public and internal examinations.
- To support vulnerable pupils during registration, break and lunch where necessary.
- To complete records for identified pupils in each class as appropriate.
- To act as 'Key Worker' for identified pupils, including those with EHC plans, as appropriate involving:
 - Preparing students for meetings, interviews and reviews;
 - Contributing at review meetings;
 - Acting as 'personal contact' for pupils.

Support for teachers

- To regularly liaise with teachers and House teams to discuss best way to support students and share good practice.
- To work with small groups of identified pupils under the direction of the teacher, either inside or outside the classroom.
- To allow the teacher to concentrate on pupils who require special attention by working with the rest of the class.
- To assist in the identification of pupils causing concern.
- To observe pupils and provide feedback as required.

Support for the school

- To work as part of a team, translating school policies into practice and furthering the ethos of the school.
- To accompany and supervise, under the direction of the teacher, pupils on an educational visit, event or interview.
- To work in whole school intervention projects as appropriate.



Support within the curriculum

- To support across the curriculum or within specialist departments.
- To attend Staff Development Days/Twilight training as appropriate
- To attend Departmental Development sessions
- To advise on differentiated tasks

Staff Development

- To participate in appropriate and targeted In-Service Training and attend meetings where possible
- Engage in our **Professional Growth Model**—a continuous development approach that replaces traditional appraisals with regular, structured feedback and support.
- Benefit from **ongoing professional development**, clear career progression pathways, and a culture that values collaboration and innovation.
- Be part of a **high-performing, empowered workforce** focused on improving outcomes for all pupils through shared learning and growth.

Other Specific Duties

- To undertake any other duty as requested by the Head Teacher if not mentioned in the above
- To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example
- To comply with the School's Health and Safety policy and undertake risk assessments as appropriate
- To adhere to the School's Dress Code – smart/professional
- To ensure confidentiality and comply with Data Protection Regulations
- To comply with Trust policies and procedures

Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.



All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Director of Human Resources. This job description will be reviewed annually and is an integral part of the review and line management process.



Person Specification

CRITERIA	QUALITIES
Qualifications and training	• GCSE or equivalent level in English and Maths
Experience	• Experience working in a school environment or other educational setting - desirable • Experience working with children / young people • Experience planning and delivering learning activities
Skills and knowledge	• Good literacy and numeracy skills • 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 (training will be provided) • Good ICT skills • Understanding of roles and responsibilities within the classroom and whole school context
Personal qualities	• Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Commitment to safeguarding pupil's wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Capacity to inspire, motivate and challenge children and young people

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.

This post is subject to an Enhanced DBS Disclosure, Children's Barred List and where applicable Disqualification under the Childcare Act check



Summary of Terms & Conditions

Start date:	September 2026
Contract Type:	Part-time Temporary for 18 months or until the completion of your apprenticeship
Place of Work:	The Thomas Aveling School, Arethusa Road, Rochester, Kent ME1 2UW
Hours & days of work:	37 hours per week, Mon-Friday, term-time only. Monday-Thursday Friday 08:00-16:00 & Friday 08:00-15:30- includes a 30-minute unpaid lunch break.
Salary:	Apprentice salary £15,435 full-time Actual salary £12,906.21
Holiday:	Entitlement of 25 days annual leave rising to 29 days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract.
Induction Period:	This post has a 6-month induction period.
Pension:	Membership of the Local Government Pension for support staff
Notice period:	One month to be worked during term-time
Car insurance:	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



Benefits

Care First

Access to **Care First** Employee Assistance Programme. Care First provides independent and professional employee support services from qualified counsellors and information specialists designed to help you with a wide range of work, family and personal issues.

Benenden Healthcare:

Non- contributory membership of Benenden Healthcare Scheme, which includes immediate family access to 24/7 GP service.

Professional Growth:

“We don’t appraise. We grow” We believe professional growth is not a once a year event but an everyday commitment. That’s why we’ve replaced the traditional annual appraisal with our **Professional Growth Model**, designed to foster meaningful, continuous development for all staff.

The Professional Growth Model promotes:

- Continuous learning
- Regular feedback,
- Collaborative development

All through collaboration, constructive dialogue and structured meetings with line managers.

Key benefits for staff include:

- Ongoing support for personal and professional development
- Clear pathways for career progression
- Regular, constructive feedback to enhance performance
- Opportunities to contribute to team and Trust-wide improvement
- A culture that values collaboration, innovation, and growth

We believe this approach helps build a high-performing, empowered workforce focused on improving outcomes for all pupils

Continuing Professional Development

A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

We invest in our staff by encouraging continuing professional development and enabling opportunities for career progression. An example is that staff have access to collaborative coaching across the Trust. Feedback from staff (May 2023) includes the following:

“It has been brilliant to speak to people who are in a similar position and have similar expectations in regards to the whole educational environment”

“The time to speak to our colleagues across the Trust and to go on this journey together has been welcomed”.



"I have learned so much during these workshops and I am extremely grateful for them"

"Learning the skills to become an effective leader for when I become a middle leader"

"I feel more confident in my people skills and how I motivate and converse with my team in order to achieve our shared goals".

Staff Wellbeing:

Whole Trust approach to well-being.

Pension Scheme:

Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1st April 2026 are as follows:

Annual Salary Rate	Member contribution Rate
Up to £18,400	5.5%
£18,401 to £29,000	5.8%
£29,001 to £47,300	6.5%
£47,301 to £59,800	6.8%
£59,801 to £84,000	8.5%
£84,001 to £119,100	9.9%
£119,101 to £140,400	10.5%
£140,401 to £210,700	11.4%
£210,701 and above	12.5%

Other Benefits:

Two-week, half-term break in October

Employee Referral Scheme:

Up to £500 payable for a new employee referral across the Trust

Family Friendly Policies:

The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

Cycle Scheme:

The Trust is a member of the Cycle to Work Scheme.

Car Parking:

Free onsite parking (we are in a ULEZ free zone)

Catering:

On site catering at affordable prices

Employee Discounts Schemes:

20% discount off membership for Avenue Tennis
[Medway Gym & Fitness Centre | Avenue Tennis](#)

Access to Civil Service Sports Council, by becoming a member you start enjoying thousands of exclusive discounts, including free, unlimited, year-round family entry to English Heritage and Kew Gardens, a Tastecard and many more discounts.

Free will writing service provided by Accord Legal Services

Blue Light Card discount scheme [Blue Light Card](#)



The Recruitment Process

Closing date: Friday 7th August 2026 at 9:00am

Interview date: To be confirmed

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.

To apply please complete an application form which can be found on the school's careers page [Our Vacancies | The Thomas Aveling School](#)

If you wish to discuss the role, please contact **Emma Harrison** via email at eharrison@thomasaveling.co.uk

The application form: Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this. You will be unable to submit your application if there are any gaps.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

Right to work in the UK: Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

Safeguarding: Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

CV: We do not wish to see your CV so please do not include it.



Supporting Statement:

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

Additional skills:

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about.

References:

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

Equal opportunities monitoring:

This will be kept separate from your application and used only for monitoring purposes by the HR department

Special arrangements:

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

Retention of Personal Information:

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available [here](#)

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

Criminal Convictions:

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. A Children's Barred List check is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.



Teaching Assistant Apprentice



Salary:	Apprentice Salary £15,435 Full-time per annum
Actual salary:	£12,906 per annum
Start date:	September 2026
Hours	37 hours per week, term-time plus 1 week
Location:	The Thomas Aveling School, Arethusa Road, Rochester, Kent ME1 2UW
Closing date:	Friday 7 th August 2026 at 9am
Interview date:	To be advised

The Thomas Aveling School is an amazing school to work in with supportive and visible leaders and a fantastic team spirit – we are a happy school! You will meet well-behaved and motivated children who enjoy learning and make great progress. We are a popular and over-subscribed school, being first choice for many families.

We are seeking to appoint a self-motivated and enthusiastic individual to become an integral member of our SEND team. The role is varied and interesting and the successful applicant will be mentored and developed to provide a first-class service to support our staff and students.

For an informal conversation about the role, please contact Emma Harrison, Headteacher's PA at

In return, we will offer you:

- A supportive induction programme
- Happy, motivated children to teach
- A happy and caring community
- A Healthy Work-Life Balance and a committed Leadership Team
- Care First employee assistance programme
- Private health care cover by Benenden
- Two-week half term in October
- Membership of the Local Government Pension Scheme
- Cycle to work scheme

For further details on this role and to apply please visit the school's careers page [Our Vacancies | The Thomas Aveling School](#)

Visits to the school are strongly encouraged. For further information and an informal chat, please contact Emma Harrison, Headteacher's PA on **01634 844809** or via email eharrison@thomasaveling.co.uk

We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.



Safeguarding commitment

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



Our Location

The Thomas Aveling School

Arethusa Road
Rochester
Kent
ME1 2UW

Tel: 01634 844809

Email: office@thomasaveling.co.uk

www.thomasaveling.co.uk

<https://w3w.co/sleeps.vows.really>

