



Horton Kirby
Church of England Primary School

Working at Horton Kirby C of E Primary School

Join our Team



**For appointment of:
Teaching Assistant**





Headteacher's Welcome

Glenn Pollard

Thank you for your interest in joining our team at Horton Kirby Church of England Primary School. We hope this information provides you with an insight into our school, Aletheia Academics Trust, and the exciting opportunities this role offers.

At Horton Kirby, our aim is to make learning enjoyable, inspiring, and meaningful. We encourage children to embrace challenges and celebrate their achievements, helping them realise their potential and pursue their dreams. Fostering a love of learning at an early age lays the foundation for future success.

We provide a welcoming, inclusive environment where everyone's ideas and contributions are valued. Our curriculum is broad, balanced, and designed to challenge and support children of all abilities, nurturing curiosity, resilience, and confidence. By focusing on each child's strengths, we help them develop a positive attitude to learning in a safe and supportive setting.

Rooted in our Christian ethos and the vision of Matthew 5:14-16, we celebrate every child's unique light and encourage them to shine. Our school promotes our values which are embedded in daily life and reinforced through collective worship and classroom activities.

As part of Aletheia Academics Trust, we foster a caring, orderly, and supportive community. Strong relationships with parents, staff, governors, and the wider community help us create a collaborative and inspiring environment. We are proud of our excellent staff retention and the sense of belonging and community regularly praised by visitors and stakeholders.

I look forward to receiving your application.



At Horton Kirby, we pride ourselves on being a welcoming, passionate and supportive team who celebrates achievement and difference. We have high aspirations and expectations whilst nurturing strong staff-pupil relationships and strong leadership at all levels. We value and respect each other and celebrate the diversity in our school and the wider community. We provide a welcoming, inclusive environment where everyone's thoughts, ideas, beliefs and differences are valued.

Our school values of **Compassion, Courage, Love, Perseverance, Respect and Responsibility**, are embedded into our curriculum. Our school vision is to be a centre of excellence by providing a stimulating, safe, enjoyable and happy community. Where every child reaches their full potential to prepare for adult life. We wish for every individual to have a life-long passion for learning while creating memorable experiences and staying true to themselves.

All individuals work together to ensure everyone is the best they can be, in order to reach their full potential and be prepared for the challenges and rewards of life.



Curriculum Drivers

(as easy as A, O, C, D):

We have developed four drivers that shape our curriculum, bring about the aims and values of our school and respond to the particular needs of our community:

Aspirational

Our curriculum is an aspirational one; lessons will be accessible for all but challenging. We also want children to be aspirational therefore it is important that children are encouraged to aim high during their time at Horton Kirby, so that they are equipped to be aspirational in their future lives.

Opportunity

Our curriculum will give the children at Horton Kirby opportunities which help them build aspirations, recognising and exploring unique talents and all available opportunities for their future lives.

Curiosity

Our curriculum will ignite a child's natural curiosity allowing them to explore opportunities and the world around them. We want children at Horton Kirby to be curious and ask questions which will lead to enhanced confidence, critical thinking and problem-solving skills.

Diversity

The Horton Kirby curriculum is an inclusive one and is accessible to all learners regardless of ability. It prepares the children to be global citizens by exposing them to those from different cultures, disabilities, and social groups, allowing our children to be empathetic to the experience of others. Equity and fairness are an essential part of the curriculum as we embrace, celebrate and highlight this diversity.



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Job Description

Job Title	Teaching Assistant
Location	Horton Kirby, Kent
Duration	Permanent
Work Hours	Part-time, 27.75 hours per week, 39 weeks per year (term-time plus inset days)
Reporting to	Headteacher
Salary	AAT B.2 – B.4
Pension	LGPS



About the Role

Horton Kirby Church of England Primary School is looking to appoint an experienced and empathetic Teaching Assistant who brings energy, enthusiasm, and a genuine love for working with children.

As Teaching Assistant, your supportive role will enable children and their families to access good educational provision as soon as they join our school. The successful candidate will work closely with class teachers to enhance classroom provision, deliver targeted interventions, and help create an inclusive, supportive learning environment for all children.

We would love to hear from you if you:

- Want to be involved in shaping and developing outstanding learning experiences to enable all children to thrive.
- Want to work in a supportive and caring environment.
- Are committed to enabling every child to achieve the very best they can.
- Are patient, caring, and adaptable
- Have good communication skills and a proactive attitude.

Job Purpose - To support children and to support the class teacher in the provision of excellent learning opportunities.

Key Responsibilities

Support for Teaching and Learning

- Assist teaching staff in delivering engaging and inclusive lessons, maintaining a positive classroom environment.
- Work with individuals and small groups, including pupils with SEN, to provide tailored support and promote access to learning.
- Support the planning, preparation, and organisation of resources and activities to meet the needs of all learners.
- Help children understand instructions and support their independent learning.
- Contribute to the planning of activities and, where appropriate, take a leading role in specific sessions as agreed with the class teacher.

Key Responsibilities



Monitoring and Assessment

- Observe, monitor, and record pupil progress to inform teaching and contribute to assessment.
- Support the delivery and evaluation of targeted interventions, adapting resources as needed to meet individual needs.

Assist in the ongoing assessment of activities and interventions, recording outcomes and reporting to the class teacher.

Behaviour and Wellbeing

- Promote positive behaviour and help implement strategies in line with school policies and individual support plans.
- Monitor and support pupils' social and emotional development, reporting concerns to the teacher or SENCO.
- Supervise pupils during transitions, break times, lunch, and on school outings, facilitating inclusive games and positive social interaction.

Environment and Resources

- Help maintain a safe, caring, and stimulating learning environment for all pupils.
- Contribute to the preparation and clearing of learning spaces, including organising displays and preparing pupils' work for presentation.
- Ensure resources and equipment are stored safely, kept clean, and used appropriately.

Safeguarding and Professional Conduct

- Maintain professional boundaries and safeguard the well-being of all pupils.
- Liaise with parents and carers under the guidance of the class teacher, sharing relevant information when appropriate.
- Actively model and support behaviour, safeguarding, equality and inclusion policies.

Professional Development

- Participate in relevant training and continuous professional development.
- Work collaboratively with all staff and contribute positively to the wider life of the school.

This is illustrative of the general nature 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 by the Headteacher.





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Qualifications and Experience

- GCSEs in English and Maths (Grade C/4 or above) or equivalent
- Experience and knowledge of working within Primary education
- Relevant qualification (e.g. Level 2 or 3 in Supporting Teaching and learning in Schools)
- Experience working with children with special educational needs (SEN) or behavioural needs
- High standard of maths and literacy skills with a secure understanding of English grammar
- Experience in leading learning activities for a group or class of children

Skills and Knowledge

- An understanding of and the ability to deliver systematic synthetic phonics
- Ability to work collaboratively with teachers and support staff
- An understanding or willingness to learn, the maths mastery approach
- Good communication, organisational, and interpersonal skills
- Knowledge of how to support learners in accessing the curriculum in accordance with the SEND code of practice
- A flexible, proactive, and dependable attitude
- Commitment to safeguarding and promoting the welfare of children

Personal Qualities

- A positive and nurturing approach to working with children and young people
- Ability to work collaboratively with teachers and support staff
- Good communication, organisational, and interpersonal skills
- A flexible, proactive, and dependable attitude
- Commitment to safeguarding and promoting the welfare of learners
- A dedication to empowering learners to become reflective, confident, and engaged individuals who thrive in their education and beyond

All Essential Criteria

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:

Horton Kirby CofE Primary School, School Office
Office@hortonkirby.kent.sch.uk
01322 863278

To apply for this role, [please visit MyNewTerm.](#)



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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