



Stone St Mary's

Church of England Primary School

Working at Stone St Mary's C of E Primary School

Join our Team



For Appointment of:
Teaching Assistant



Diocese of
Rochester



PROUD TO BE
Aletheia
Academies Trust



Headteacher's Welcome

Jane Rolfe

Thank you for your interest in the role at Stone St Mary's C of E 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.

Stone St Mary's Church of England Primary School strives to offer all pupils, staff, parents and friends the joy of being part of a Christian community. We aim to work in partnership with families and the Parish of Stone in order that all gain from the experience of a friendly, caring and worshipping community.

We are concerned with the development of the whole child: spiritually, morally, intellectually, socially, emotionally and physically. The school provides a broad and balanced curriculum to meet the needs of pupils of all abilities and enables all pupils to develop an understanding of themselves and their role in the school and local and global communities.

At Stone, we are committed to an equal opportunities policy and will stand firm in the rejection of all prejudice. We strive to develop a community where mutual respect reigns, where value is placed on social and cultural diversity, where personal standards of behaviour and work are high and where all grow to recognise their responsibilities, both to themselves and to others.

We are proud to be part of Aletheia Academies Trust. Our school promotes a safe, orderly, caring, and supportive environment. Each pupil's self-esteem is fostered by positive relationships with staff and effective communication with parents. We strive to include our parents, teachers, governors and community to ensure strong liaisons with the community.

Stone St Mary's C of E Primary School



Stone St Mary's Church of England Primary School, part of the Aletheia Academies Trust, is a friendly, dynamic and innovative school. We believe in ensuring that each and every member of the school community feels valued, listened to, nurtured and encouraged to see the positive impact they can have on the world. Our children are at the heart of everything we do and we strongly believe in offering each child every opportunity to develop into kind, confident, and compassionate members of society. We are a very friendly and supportive team who firmly believe in the importance of collaboration between and the wellbeing of colleagues, families and children.

We are proud to have been graded as a good school by Ofsted in February 2020, and also had our vision judged as "life-affirming" and embedded in everything we do as a Church school by SIAMs in 2023. Our school aims to serve the community by providing an excellent education for pupils of all abilities and backgrounds in the context of Christian belief and practice. We promote Christian values in accordance with the principles of the Church of England and spiritual development through the experience it offers to all its pupils. The school has extensive facilities and attractive school grounds. Our curriculum is delivered through engaging, memorable opportunities, and we believe in the development of the whole child.

Our school Christian vision is '**Caring, Growing, Shining Together**' which helps us to ensure that our pupils are able to experience and continue to experience 'life in all its fullness'. Taking inspiration from the Good Samaritan (Luke 10: 25-37) we make extra effort to care and look after our school community. We do this through being kind and forgiving to one another. We aim to grow our knowledge and understanding like fruit on the branches of the true vine (John 15:1-11). We strive to be the best that we can be in all that we do, and we shine our light before others so that they can see and value our achievements (Matthew 5:13-16).

We are proud of our inclusive approach and believe that all pupils have the right to a high quality education, no matter what challenges they may face. Inclusion is an integral part of what we do, and is continually monitored and evaluated.



"Leaders want every child to succeed. This includes pupils with special educational needs and/or disabilities (SEND)." - Ofsted



Diocese of
Rochester



Job Description

Job Title	Teaching Assistant
Location	Greenhithe, Kent DA9 9EF
Duration	Permanent
Work Hours	32.5 hours per week, 39 weeks per year
Reporting to	Headteacher
Salary	AAT 2 (£20,292.02)
Pension	LGPS



About the Role

Are you passionate about children's learning? If so, we want you! We are looking for an enthusiastic and inspirational teaching assistant to join our wonderful school. Our children are excited about learning and proud of the wonderful resources and environment we offer. Year groups have three classes so there are plenty of opportunities for collaborative work.

We are a friendly and supportive school who have high expectations of work and enjoyment of both children and staff. We are extremely proud of our learning environment and our positive relationships with parents. We have enthusiastic and effective staff and dedicated governors.

We strive to ensure all of our teaching assistants are delivering high quality learning through great teaching and are able to deliver an exciting, creative curriculum underpinned by our school vision of 'Caring Growing Shining Together'.

Key Responsibilities



Effectively Contribute to Planning:

- understand the learning objectives and the ranges of approaches to them, taking into account children's differing needs
- understand the differentiated success criteria that allows all pupils to make good progress
- modify materials to meet the needs of the environment, prior attainment and styles of learning and teaching
- modify approaches or develop specific materials for individual children.

Be informed and proactive about the curriculum

- explain new ideas in ways that make them meaningful
- encourage children to ask questions and answer them accurately. Encourage them to find out for themselves or from each other
- support a range of different ability groups including G&T children

Effectively contribute to the learning environment

In partnership with the teacher:

- take responsibility for ensuring that aspects of the classroom environment are lively and stimulating
- help display examples of good work which are annotated so children can see what they should be aiming for
- help develop interactive displays to support learning and teaching





Quality of Education

- Drive and inspire a passion for learning in every member of the school community.
- Work with staff to promote high quality teaching across all subjects.
- Identify any areas of improvement in teaching and learning and implement, monitor, and review interventions to improve these areas as well as the quality of education across the school.
- Make sure the school's assessment system is fit for purpose and provides teachers with useful information about pupils.
- Identify areas where staff may benefit from sharing good practice or accessing support from other schools in the Trust.
- Monitor data and the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs.

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



"The development of reading is a high priority in this school."
- Ofsted

Communication

- Work with the Local Governing Body, Executive Head and Central Trust team to keep them informed of the financial and educational performance of the school, giving them what they need to provide support and challenge.
- Work with the Senior Leadership Team to ensure all school staff share and embrace the Trust vision.
- Provide reports and information to the Executive Head and CEO as necessary.

Other Areas of Responsibility

- The Head of School will meet the requirements of the Headteacher Standards 2020.
- The Head of School will work in compliance with the Trust's Health and Safety Policies under the Health and Safety Act (1974), ensuring the safety of all parties in the premises controlled by the school.
- The Head of School will ensure compliance with the Data Protection Act (2018) and the Freedom of Information Act.

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 by the Executive Head.



"Pupils see themselves as agents of change and stand up for issues they are passionate about. They are moved to action in responding to global issues." - SIAMS

Person Specification



E D

Qualifications and Experience

GCSE or equivalent level, including at least a Grade C in English and Maths.

X

Experience and knowledge of working in a school.

X

Successful, relevant experience of working with children of relevant age within a learning environment and appropriate qualification.

X

Demonstrable experience of successful line management and staff development.

An understanding of creating a culture of high expectations and aspirations.

Effectively promote and implement processes to safeguarding and promote welfare.

Skills and Knowledge

High Standard of math's and literacy skills with a secure understanding of English grammar.

X

An understanding of using assessment for learning to enable pupils to make progress.

X

Confidence to cover planning, preparation and assessment time for the Teacher.

X

Good communication skills.

X

Effectively promote and implement processes to safeguarding and promote welfare.

X

Building and maintaining effective relationships with parents and the community.

X

All Essential Criteria

Personal Qualities

Enthusiastic and highly organised about all aspects of classroom operation.

Have high expectations of both pupils and of yourself.

Commitment to achieve the best outcomes for all pupils and promoting the ethos and values of the Trust and school.

Ability to work under pressure, be resilient and prioritise effectively.

Commitment to always maintaining confidentiality.

Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

Commitment to own well-being and that of the whole school community.

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:

Mrs Jane Rolfe
office@stone.kent.sch.uk
01322 382292

Closing Date:
19/08/2026

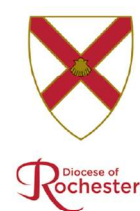
To apply for this role, please visit MyNewTerm:
[Apply Now](#)

Interview Date(s):
W/C 24/08/2026



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](#).



PROUD TO BE
Aletheia
Academies Trust

Contact Us

Stone St Mary's C of E Primary School

Hayes Road, Horns Cross
Dartford
DA9 9EF

Unique Reference Number:

144098

Telephone:

01474 822 312

Website:

stone.kent.sch.uk

Email:

HR@aletheiatrust.org.uk