



HALLING
Primary School

Working at Halling Primary School

JOIN OUR TEAM



**For Appointment of:
Teaching Assistant (FTC)**





Headteacher's Welcome

Lisa Taylor

Thank you for your interest in the role at Halling 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.

Our Vision, 'Learning for Life' is at the heart of all that we do and is lived and breathed by the whole school community. This enthusiasm for learning makes our school a very special place to come to work and to learn.

Every child has the ability to achieve and, at Halling, we guide and develop our children to ensure that they reach their full potential in a safe, happy, supportive and caring environment.

We are so fortunate to have an excellent team of teachers, teaching assistants and wider support staff who always go the 'extra mile' in respect of our children and their families. This is what makes teaching and learning opportunities at Halling really enjoyable for all. The members of Halling's Local Governing Body are committed and proactive.

Halling's curriculum is broad, balanced and comprehensive, combined with a wide range of enrichment opportunities and extra-curricular activities. The focus is on education and personal development. At Halling, we develop children's skills and enable them to move on to the next steps in their lives.

At Halling, 'genuine botheredness' most certainly exists! Whatever your child's next step may be, we have very successful transition processes and support in place. Each child's self-esteem is fostered through positive relationships with staff and effective communication with parents/carers.

Our Core Values of Integrity, Respect, Resilience, Thankfulness and Compassion are a thread that runs throughout Halling and our values are embodied by all.

I feel privileged to be the Headteacher of such a great school. I know that Halling Primary School will continue to be a thriving part of the local community for many years to come.

Halling Primary School



Our school is at the heart of the thriving, ever-growing village of Halling.

Halling Primary School became part of Aletheia Academies Trust in January 2022. As an academy, school funding comes directly from the Government rather than from the Local Authority, Medway Council.

Halling is set in extensive grounds with a large field, playground and Forest School area. Forest School enables our children to learn a wide range of skills. They learn to become problem solvers, build resilience, collaborate and gain independence. These skills are all fundamental both inside and outside of school.

Our curriculum enables children to develop spiritually, morally, socially and culturally, as well as learning, through British Values, how to be effective citizens in society.

Through using the **Chris Quigley Education** approach to the curriculum, our children gain the subject knowledge, skills and understanding appropriate to their stage of development.

At Halling Primary School, we have committed Governors, who are truly passionate about the school. The Governors are active and attend a range of functions, visit classes and work alongside staff to ensure the best possible outcomes for our children.



The curriculum is broad and stimulating. Leaders have thoughtfully sequenced the knowledge that they want pupils to learn from Reception up to Year 6 - **Ofsted 2023**



Job Description

Job Title	Teaching Assistant
Location	Halling Primary School
Duration	Fixed-term until 31 st Aug 2027
Work Hours	30.5 hours per week, 39 weeks per year (term-time plus inset days)
Reporting to	Deputy Headteacher
Salary	AAT B.2 – AAT B.4
Pension	LGPS



About the Role

Halling Primary School is looking to appoint an experienced and empathetic Teaching Assistant who can bring energy, enthusiasm, and a genuine love for working with children.

As Teaching Assistant, you will work under the guidance of Class Teachers to enable all children to have full access to educational opportunities, and help them to overcome barriers to learning by:

- Providing targeted support for individual children, small groups and during whole class activities.
- Assisting with the planning and delivery of an inclusive and motivating curriculum.
- Contributing to the creation and maintenance of a stimulating learning environment, including the preparation of appropriate resources.

We would love to hear from you if you:

- Are patient, caring, and adaptable
- Are prepared to work across all key stages, including EYFS
- Are committed to enabling every child to achieve the very best they can
- Have good communication skills and a proactive attitude
- Want to work in a supportive and caring environment

Halling Primary School is a popular and successful school that is part of Aletheia Academies Trust (AAT). We have a friendly and supportive staff, exceptionally well-behaved children and a commitment to continuing professional development.



Job Description – Main Duties/Responsibilities

As a Teaching Assistant, you will work under the direction of the Class Teacher to support high-quality teaching, inclusive learning, and the overall development of pupils. Your responsibilities will include:

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.

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 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 Headteacher.

"Teachers create opportunities for pupils to collaborate successfully with each other."

- Ofsted 2023





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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

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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
- Be able to work effectively as part of a team and contribute to group planning etc.
- Be able to work independently and on own initiative.
- Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.

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Personal Qualities

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.

All Essential

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:

Jodie Simpson, Senior Finance Officer

finance@halling.medway.sch.uk

01634 240 258

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



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



Contact Us

Halling Primary School

Howlsmere Close,
Halling, Rochester,
ME2 1ER

Unique Reference Number

146872

Telephone:

01634 240 258

Website:

halling.medway.sch.uk

Email:

office@halling.medway.sch.uk