



**Teaching Assistant**  
**Langney Primary Academy**  
**Information**



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# Welcome

Dear Applicant,

Langney Primary Academy is a school at the cutting edge of education. Our children enjoy learning that is so current and exhilarating that they run through the school gates every morning. One of the reasons for this is that we have the most caring and committed staffing body that promotes LPA as the beacon of the local community. The supportive “Langney Family” ethos can be felt the moment you step through the gates with excellent manners and mutual respect shown by all.

As staff, we support each other and promote staff wellbeing at all times. Langney is a brilliant and rewarding place to spend time in as we provide the opportunities for ALL children to unlock their unique talents and open doors to highly aspirational new life chances.

We are situated on the “Sunshine Coast” of Eastbourne with our school one mile from the beach, 100 metres from the historic 11th century Langney Priory site and serving a diverse local community. The rich surroundings include the magnificent South Downs that offer amazing walk and cycling routes.

LPA is the school of choice in Eastbourne and we are currently over-subscribed with families waiting years for their children to experience our innovative, bespoke learning curriculum with enriching trips, visits and over thirty activity clubs per week.

We are a fully inclusive school and very proud of this. Working at Langney offers the opportunity to develop the most Gifted and Talented pupils, disadvantaged children and children with wide ranging SEN needs. We strongly value mutual respect, equality and diversity in all we do and promote this at every opportunity. Our Pastoral support for children and families is all encompassing and the THRIVE approach is key to our successes.

Our motto “Active Body, Healthy Mind” is very prevalent as we encourage all children and adults in daily exercise, mindfulness and self care strategies. All children have weekly PE and Movement lessons taught by specialists and our outstanding facilities include Outside Gym, TrimTrail, Run the World Track and Sports Hall.

To gain more of the Langney Family feeling then please do visit [www.langneyprimary.co.uk](http://www.langneyprimary.co.uk) and navigate to our blog and kind comments sections.

Langney really does have the most awesome children and staff and is an incredibly rewarding place to be!

Good luck with your application.



**Benjamin Bowles**  
Headteacher



# Job Description

**Job Title:** Teaching Assistant  
**Grade:** SAT B  
**Responsible to:** SENDCo

**Purpose of the Job:**

To work with teachers to support teaching and learning, providing general and specific assistance to pupils and staff under the direction, guidance and direct supervision of the classroom teacher.

**Main duties and responsibilities (Accountabilities):**

- Work with individuals or small groups of pupils in the classroom under the direct supervision of teaching staff and provide feedback to the teacher.
- Support pupils to understand instructions support independent learning and inclusion of all pupils.
- Support the teacher in behaviour management and keeping pupils on task.
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- Prepare and clear up learning environment and resources, including photocopying, filing and the display and presentation of pupils work and contribute to maintaining a safe environment.

**Teaching Assistants in this role may also undertake some or all of the following:**

- Record basic pupil data.
- Support children's learning through play.
- Assist with break-time supervision including facilitating games and activities.
- Assist with escorting pupils on educational visits.
- Support pupils in using basic ICT.
- Invigilate exams and tests.
- Assist with pupils on therapy or care programmes, designed and supervised by a therapist / teacher.

**In additional all members of the school community are expected to:**

- Display a commitment to child protection and safeguarding. Reporting to the Head of School any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety, welfare and security, confidentiality and data protection, reporting all concerns to the appropriate person.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# Person Specification

Qualifications	Essential / Desirable
Level 1 or 2 diploma (or equivalent) in Learning Support	E
English, Maths and Science GCSE (or equivalent) grade C or above, or significant relevant experience.	E
Evidence of other TA related qualifications and / or training courses.	D
Experience	
Experience of working with children in a similar environment.	E
Experience in supporting those with specific learning difficulties.	D
Experience of supporting pupils with medical needs.	D
Skills, Abilities and Knowledge	
Proven ability to communicate effectively both orally and in writing.	E
A willingness to learn.	E
Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.	E
Experience in Phonics.	D
An understanding of the needs of SEND pupils.	D
Experience of reading and scribing for pupils.	D
Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	D
Personal Qualities	
Team player.	E
Initiative.	E
Commitment to the role.	E
Positive approach and flexibility.	E
Commitment to CPD.	E



# Working at Langney Primary Academy

## Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- Access to training and development

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

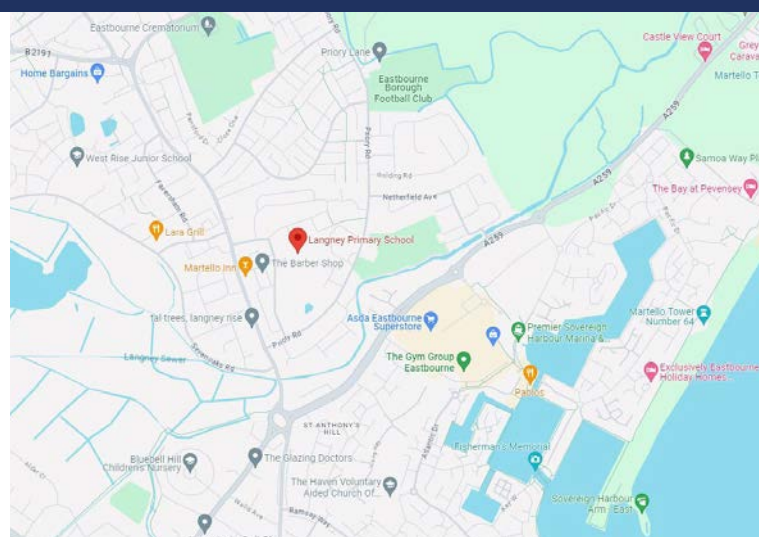
# Finding Us

**Langney Primary Academy**  
Chailey Close, Eastbourne, East Sussex, BN23 7EA

01323 762177  
lpa-office@swale.at

**Closest Train Station:**  
**Hampden Park (Sussex) Station**  
Approx. 43-minute walk or 23-minute Bus

**Closest Bus stop:**  
Martello Inn - 1, 1A, 1X, 36, 37, 43, 44, 44A, 44B, 50, 501  
Pensford Drive - Loop





# Overview of Langney Primary Academy

## Life at Langney.....

Many staff at Langney are desperate to get their own children into our brilliant school. This is an indication of the strong beliefs and courage in our approach to education.

We fully understand the community we serve and have appropriately derived six key drivers to our curriculum and approach.

Pupil attendance has been consistently higher than the national average for years as our children are desperate to be in school. The offer from staff is rich and varied and the relationships between adults and children are positive and nurturing.

We are proud of our inclusive nature as we expect ALL children to surprise us every day with inquisitive thoughts. All children experience learning way above and beyond the National Curriculum expectations in so many subjects due to our exceptional specialist subjects, teachers and facilities.

Staff feel valued at Langney. This is shown through our full commitment to positive staff wellbeing. This is illustrated through our renowned “Wellbeing Menu” that lists the wellbeing events and teacher workload adjustments on offer. Self awareness and self care is actively encouraged to sustain motivation and the love to pass on learning.

Enrichment and career progression opportunities for staff are wide and varied. Being part of Swale Academies Trust opens up strong links that we use for networking at so many levels. A strong sense of belonging and worth is tangible as many staff just do not want to leave our unique and modern school





## **The Application Process**

Applications should be made by submitting a letter of interest to Clair Haynes, Office Manager via [lpa-office@swale.at](mailto:lpa-office@swale.at) from your swale.at email address. To be received no later than 30th June 2025.

Please note CVs will not be accepted.

## **The Shortlisting and Interview Process**

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your letter of interest, it is therefore important that you fully read the Job Description and Person Specification prior to applying. Langney Primary Academy may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## **Conditional Offer**

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.





## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



