



Prior Weston Primary School and Children's Centre

Teaching Assistant
PW/529

Recruitment Pack





Prior Weston Primary School and Children's Centre

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Prior Weston Primary School and Children's Centre

Golden Lane Campus, 101 Whitecross Street, Islington, London, EC1Y 8JA

(T) 020 77864800

office@priorweston.islington.sch.uk

Head Teacher: Fiona Maccorquodale

Dear applicant,

Thank you for your interest in our current vacancy, for Key Stage 2 Teaching Assistant at Prior Weston Primary School and Children's Centre. This is a fixed term post until July 2020.

Prior Weston is a very popular and highly inclusive Primary School and Children's Centre, taking children from 6 months. We are situated in a central location, very close to the Barbican Centre, and take full advantage of our location; the year is filled with trips and visits that offer rich first-hand learning experiences for the children. We also have great contacts with many organisations that visit us to work with our children.

We are looking for a Key Stage 2 Teaching Assistant who shares our philosophy that children deserve the best, and who is committed to giving of their best. The successful candidate will have high expectations of all children and be able to inspire and motivate.

When completing your application, it is essential that you answer each point in the person specification (which may involve some repetition) for your application to be considered.

We hope that you will become as excited as we are about Prior Weston and wish to apply. Visits to the school are most welcome.

With best wishes,

Fiona Maccorquodale
Head Teacher



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Golden Lane Campus, 101 Whitecross Street, Islington, London, EC1Y 8JA
(T) 020 7786 4800 (F) 020 7786 4801
office@priorweston.islington.sch.uk
Head Teacher: Fiona MacCorquodale

Teaching Assistant

Salary Grade Range: Scale 4, Spine Point 8-11
Actual Salary Range: £20,758 - £21,900 per annum
Full time, 35 hours per week, term time only
Fixed term contract to July 2020

We are seeking to appoint an experienced Teaching Assistant for Prior Weston School and Children's Centre.

Have you got:

- Energy? Drive?
- The ability to work as part of a team?
- The desire to work in a modern building and environment in the heart of Central London?

We are looking for an experienced teaching assistant who has:

- Demonstrable levels of numeracy and literacy equivalent to GCSE.
- Previous experience of working with primary school aged children.
- Experience working 1:1 with pupils with additional educational needs, to help them to achieve to the best of their ability.
- Able to deliver a range of exciting and creative activities.
- An understanding of the learning, play and development needs of the children and how school activities can support children's educational attainment and achievement.

In return, we can offer:

- A newly formed Senior Leadership Team (SLT) who are eager to work in partnership with the staff, children, parents and governors to make Prior Weston truly outstanding.
- An enthusiastic staff team and supportive Governing Body.
- Keen parents and enthusiastic, well-behaved children who are keen to learn.
- Encouragement and support with your training and development.
- A great location! Prior Weston is located opposite the mouth-watering Whitecross Street food market, alongside the Barbican centre with busy and diverse restaurants and bars. It's a stone's throw away from St Paul's Cathedral, the River Thames and many other Central London sights and attractions.

Closing date: Midnight Tuesday 4th February 2020

Interview dates: 14th and 15th February 2020

Prior Weston Primary School and Children's Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations the successful applicant will be required to declare.

JOB DESCRIPTION



POST TITLE:	TEACHING ASSISTANT
GRADE:	Scale 4
HOURS:	35 hours per week TTO Fixed Term to July 2020
DEPARTMENT:	Prior Weston Primary School & Children's Centre
RESPONSIBLE/REPORTING TO:	Assistant Head Teacher responsible for Inclusion

PURPOSE OF THE JOB

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

1. Under the guidance of the Class Teacher work with specified individuals and/or groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
2. At the direction of the Class Teacher help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
3. Support the programmes for teaching English and Mathematics and assist pupils to access the full curriculum. Know the main aims of lesson plans, children's targets and learning objectives.
4. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour and by dealing with disruption as agreed in the school's Behaviour Management Policy.
5. Ensure the personal care and welfare of pupils and assist them with their physical needs as appropriate and stated in their Education, Health Care and Personal Care Plans or Statement of Special Needs.
6. Provide first aid to pupils as necessary, in accordance with school policies.
7. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
8. Supervise pupils in the playground at break times and organise play activities.

9. Attend educational visits with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
10. Produce and maintain creative displays of children's work in and around the classroom area as well as the general upkeep of the classroom environment.
11. Undertake any other reasonable duties from time to time as may be directed by the Head Teacher or his/her nominee.

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
7. Be proactive in developing working relationships with colleagues, behaving in a professional manner at all times.
8. Promote the safeguarding of children.

PERSON SPECIFICATION



Post Title: Teaching Assistant

Grade: Scale 4

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

Qualifications and Experience	
1.	Demonstrable levels of English & Mathematics equivalent to GCSE (A-C) (or by test).
2.	Attend induction training (for level 1 a willingness to attend). Training as appropriate and relevant to the post.
3.	Attend school training sessions.
4.	Experience of working with children (either paid or unpaid capacity) preferably in an education setting.
5.	NVQ Level 3 (or working towards) or equivalent accredited qualification.
6.	Evidence of specialism in specific curriculum areas or areas of particular learning difficulty e.g. dyslexia / speech and language / ASD.
Skills, Knowledge and Abilities	
7.	Able to form and maintain appropriate professional relationships and boundaries with children and young people.
8.	Ability and willingness to work as part of a team
9.	Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.
10.	Ability to communicate effectively with a range of people.
11.	Ability to organise the classroom activities e.g. preparing and setting out resources (under direction).
12.	Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L (under direction).
13.	Ability to deal with sensitive information in a confidential manner.
14.	Knowledge of the requirements of the national literacy and numeracy strategies.
15.	Knowledge & understanding of the National Curriculum
16.	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.

17.	A commitment to deliver services within the framework of the school's equal opportunities policy.
18.	Understanding of and commitment to work within the scope of school policies and procedures.
19.	Knowledge & understanding of the school's health and safety policy.
20.	An understanding of the importance of lesson plans, children's targets and learning objectives using these skills to contribute to children's learning.
21.	Willingness to attend and participate in meetings to review pupil progress.
22.	An awareness of the learning and physical needs of pupils.
23.	Ability to monitor and evaluate pupils' performance.
24.	Ability to update and maintain accurate pupil records using the school's systems in place.
25.	Ability to deliver specific intervention programmes.



Selection process and how to apply

Application deadline

Completed application forms must be received by **Midnight 4th February 2020**.

To apply for this job, please follow the jobs link at <http://jobs.islington.gov.uk/> following the jobs link. If you need any assistance, please email Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **PW/529**.

Please note that application forms should not be returned to the school.

Completing your application

Candidates are asked to complete all the standard information required on the application form. This includes a personal statement, which will be used for shortlisting. Which explains how you meet the requirements of the post as identified in the job description and personal specification.

Visits

Visits to the school are encouraged and are available by contacting the office on 020 7786 4800.

Selection procedure

The selection will be by a panel of School Leaders. Candidates will be notified immediately after shortlisting has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone, e-mail or fax) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



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Head Teacher : Fiona Maccorquodale

Visit our Website:<http://www.priorweston.islington.sch.uk>



Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.

- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders



Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.