

Recruitment Job Pack

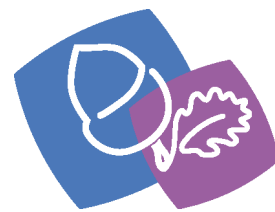
Child Support Assistant- Netley Primary

Netley Primary School & Centre for Autism



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NETLEY
PRIMARY SCHOOL
AND CENTRE FOR AUTISM

Netley Campus, 74 Stanhope Street, London NW1 3EX Tel: 020 3772 0350

email: admin@netley.camden.sch.uk www.netley.camden.sch.uk

Executive Headteacher: John Hayes

Head of School: Gareth Morris

8th May 2024

Dear Applicant,

Thank you for showing an interest in our school. We are looking for a passionate Child Support Assistant (CSA) to join our happy and hardworking staff team at Netley Primary School. We are looking for staff to start in September 2024. (we do also have a vacancy to start in June/July, if the candidate is available before Summer). The post is to support a range of children, with their learning and emotional development, including children with Autism in our Key Stage 1 and Key Stage 2 classes in the mainstream primary school. We are looking to appoint the best from across the Primary range. The successful applicant will take up the post as soon as possible.

The primary school and Woodlands ASC unit are set in Netley Campus which includes Robson House PRU, Outreach and Language & Communication Team and an Adult Learning Centre. We are a large, culturally and socially diverse school with a strong inclusive ethos, driven by a committed and happy staff. The school is set in Regents Park estate, an area which has one of the highest poverty indices in England. We are very proud to have a centre for children who have Autism and Acorns, our provision for two year olds.

Please refer to the Person Specification when completing the application form, addressing all of the essential criteria. Reference should also be made to any of the desirable criteria if applicable.

- All completed application forms should be emailed to jobs@netley.camden.sch.uk marked '**CSA Netley Primary Application**'. Alternatively you may post or hand-deliver documents to Netley Primary School, 74 Stanhope Street, NW1 3EX, marked '**CSA Netley Primary Application**'.

You are strongly encouraged to visit the school and this can be organised by contacting the school on 020 3772 0350 or by emailing jobs@netley.camden.sch.uk.

Visit times are: Monday 13th May at 5:00pm. Thursday 16th May at 5:00pm. Monday 20th May at 5:00pm, Thursday 23rd May at 10:30am and 5:00pm.

Completed application forms must be labelled 'class teacher' and received by **12 noon Friday 31st May 2024**.

Interviews will take place **on the 5th and 6th June 2024**.

Yours sincerely

Gareth Morris

Head of School

JOB DESCRIPTION

Child Support Assistant

Hours: 35 hrs per week TTO (Term Time Only - 39 Weeks)

Staff are expected to do one after school club which ends at 4.30pm (time in lieu).

Line Manager: Class Teacher

Responsible to: Key Stage Leaders

Core Purpose:

The Child Support Assistant will report to the Class Teacher and Inclusion Leader and contribute to raising achievement on the campus by:

- implementing the school's ethos and aims for a high quality inclusive approach to learning in order to ensure the needs of all children are met.
- Working with campus colleagues to enable pupils to access learning in and beyond the classroom and make best progress.

The post holder will also be required to provide for the social and welfare needs of the pupils within the school and ensure all pupils have equal access to opportunities to learn and develop

MAIN DUTIES AND RESPONSIBILITIES

Support for Pupils

- Promote the inclusion and acceptance of all pupils
- Promote self-esteem and independence
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Develop pupil's use and understanding of language structures and vocabulary to support them to become confident and effective communicators and learners across the curriculum
- Establish constructive relationships with pupils and interact with them according to individual needs, acting as a role model and setting high expectations
- Encourage pupils to interact with others and engage in activities led by the teacher, where possible including other children in learning and social experiences.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with the development of strategies to support individual or small groups of pupil's emotional and social development
- Understand Individual Education Plans & Behaviour Support Plans and assist to implement these under the guidance of the teacher
- Contribute to formal and informal reviews for pupils; write brief reports on targeted children as necessary
- Assist with the supervision of pupils at the beginning and end of the day and in the playground, as required; promoting appropriate behaviour and values

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, under the direction of the teacher, to support pupils to achieve learning goals. As relationships build with the children, use increasing knowledge of strengths and challenges to create meaningful learning opportunities that you share with the teacher
- Deliver learning activities and teaching programmes adjusting activities according to pupil responses
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide regular feedback to teachers on pupils' achievement, progress, problems and reflect on barriers to learning
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Record all activity programmes that are left by therapists. Ensure these are carried out as per the recommendations
- Invigilate tests and undertake routine marking of pupils' work where appropriate
- Provide admin support e.g. photocopying, typing, filing, collecting money, administer coursework as necessary
- Undertake pupil record keeping as requested
- Accompany teaching staff and pupils on visits, trips and out of school activities as required
- Be willing and able to work with large groups of children so that the teacher can focus on individuals and small groups of children at times

Support with Parent Engagement

- Work with and under the direction of the class teacher to manage an effective home school communication system which keeps parents informed and enabled to partner in pupil's learning, for example; homework, projects, reading journals, home school behaviour reports, letters, parent meetings
- Engage with parents of pupils with SEN / medical needs to ensure the well-being of the pupil
- Develop a positive relationships with all parents of the pupils in the class to encourage resilience in the family e.g. attendance and punctuality concerns

Support for the School

- Contribute to the ethos and aims of the school
- Be aware of and comply with all policies and procedures; adhere to all safeguarding duties as specified by the school's policy
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
- Contribute to leading an after school club
- Contribute to and attend the annual whole school exhibition and summer fair
- Set up maintain and dismantle displays
- Appreciate and support the role of other professionals
- Attend meetings and participate in training and other learning activities and performance development as required

Lunchtime Supervision

- Supervising children at playtime and lunchtime, talking to them and playing with them as appropriate
- Taking turns to supervise children while they are eating their lunch
- Sharing responsibility for the health and safety of children during playtime and lunchtime
- Helping children to develop positive relationships with one another

- Sharing responsibility to ensure that children behave well
- Organising wet play activities

Netley is committed to the safeguarding of all children, through its policies, practice and monitoring procedures. Any applicant wishing to work around children can expect to have an enhanced Disclosure and Barring Service (DBS) check and other statutory safeguarding checks. If shortlisted for an interview, your interest and motivation for working in a school setting will be explored.

This job description may be amended at any time following discussion between the Head of School and member of staff, and may be reviewed annually.

Person Specification: Child Support Assistant

Qualifications and Experience	
Essential: <ul style="list-style-type: none"> ● Cache Level 3 (minimum) in childcare and education ● GCSE qualification in English and Maths (A-C) ● Previous experience of supporting in a class within the Early Years / Primary age range 	Desirable: <ul style="list-style-type: none"> ● Qualified to a degree level or equivalent ● First Aid training ● TEAACH, PECS or any other SEN strategy
Knowledge	
Essential: Knowledge of Health and Safety. Knowledge of child motivation techniques. Competent in the use of IT applications, including Word and emails. An understanding of issues for children with social, mental health and emotional difficulties.	Desirable: Knowledge and understanding of the new National Curriculum expectations Experience of working with children with SEND, including Autism.
Skills and Behaviours	
Essential: Are passionate and enthusiastic about working with children Ability to lead by example as a role model and motivate pupils Have excellent verbal and written literacy and numeracy skills. Have excellent interpersonal skills Ability to be proactive in recognising needs and problem solve Have the ability to work well in a team as well as act on your own initiative. A commitment to learn and willingness to undertake further professional development.	Desirable: De-escalation strategies e.g Team Teach Have a sense of humour
Equalities	
Essential: <ul style="list-style-type: none"> ● Commitment to implementing the school policies on race, gender, disability and equality, diversity and inclusion both in the curriculum and the school organisation ● Commitment to implementing safeguarding policies for children's safety and wellbeing ● Commitment to health and safety policies and procedures ● Commitment to subscribing to the values of a Rights Respecting School 	

The Selection Process in Detail

Application Deadline

Completed application forms must be received by **12 noon Monday 31st May 2024**

To do this:

- Email to: jobs@netley.camden.sch.uk or
- Post/ hand-deliver documents to: Gareth Morris, Netley Primary School, 74 Stanhope Street, NW1 3EX
marked 'CSA Netley Primary Application form'.

Completing Your Application

Candidates are asked to complete all the standard information required on the application form addressing all of the essential criteria on the person specification in turn. Reference should also be made to any of the desirable criteria.

References

Candidates are advised that 2 references will be taken up immediately after shortlisting. Please ensure you include the full names of your referees, the organisation's full name, your referee's email address and contact telephone number. **Nb. Headteachers are required to sign /countersign all school/educational establishment references.** Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set.

Safeguarding children

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

The post will be offered subject to satisfactory completion of pre-employment checks.

Interview Process

In order to make our recruitment process as effective as possible, we will follow the procedure outlined below:

- Shortlist applications against the criteria
- Shortlisted candidates will be asked to work with a small group of children for 20mins at Netley Primary School
- This will be followed by an interview with a panel
- Candidates can bring a portfolio that showcases their achievements to interview

London Borough of Camden

Please complete in type or black ink and refer to guidance notes.

Confidential

Return completed form to:

Gareth Morris, Netley Primary School, 74 Stanhope Street, NW1 3EX or email jobs@netley.camden.sch.uk
Applications to be marked 'CSA Netley mainstream'

Applicant or employee no :	Job reference no :
Post applied for :	
Where did you see this post advertised:	

PART A PERSONAL DETAILS(use block letters)

Last Name:	Home tel. no :
First Name:	Daytime tel. no :
Title:	Mobile phone no :
Current Address :	
Email address :	

Are you applying for this post as a job share?	YES	N O
Do you require a work permit (please refer to guidance notes)?	YES	N O

PART B EMPLOYMENT HISTORY, RELEVANT SKILLS & EXPERIENCE

Please tell us about all jobs, both full and part time, you have had since leaving secondary education, including voluntary or unpaid work. Starting with your most recent include details of leaving reasons and periods when you did not work. Continue on a separate sheet if necessary.

Name and address of present or most recent employer :	
Job Title :	Basic Salary:
Basic salary :	
Date started :	Until: Present

Brief description of duties :

From: "mmyy"	To: "mmyy"	FT/P T	Employer's name and address	Job title, brief description of duties and reason for leaving

PART C EDUCATION, QUALIFICATIONS AND TRAINING

Please give brief details of courses attended and examination results.

Secondary, further and professional education and qualifications

Education establishment attended	Date	Examination/Results

Other training courses attended (including short, in-service training)

Course title, level, results (if appropriate)	Date

Membership of professional bodies (including registration numbers)

(Teachers only) DfES no :		(Social Workers only) GSCC registration no :	
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EXPERIENCE/RELEVANT SKILLS/FURTHER INFORMATION

Please state how your experience, skills, abilities and achievements to date would make you a suitable candidate for this post. Include details of any relevant unpaid or voluntary work. Please continue/attach a separate sheet if necessary.

PART D REFERENCES

Personal references will not be accepted.

We will approach your last two employers, or your employers for the last five years (whichever is the longer), for references. Please provide contact details for all referees as required, one of which must be your current employer.

If you have not been employed please give the name of the head of education or training establishment and/or the manager of a voluntary group for whom you have worked.

A referee will normally be approached when/if a conditional offer is made.

Name :	Job Title:
Address :	
Email :	
Telephone no :	Fax No.
Name :	Job Title:
Address :	
Email :	
Telephone no:	Fax No.

PART E RELATIVES/OTHER INTERESTS

Canvassing of Councillors or officers in relation to this appointment will disqualify you.

Are you related to a Councillor/employee of the Council or Governor of the school to which you are applying?	Yes		No	
If yes, please give brief details :				
If appointed, do you have any business and/or financial interests which might conflict with the duties of this post?	Yes		No	
If yes, please give brief details :				
Have you left the employment of the London Borough of Camden in the last two years by reason of redundancy?	Yes		No	

PART F CRIMINAL RECORDS DISCLOSURE

Criminal record disclosure for safeguarding roles with Regulated Activity

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure by the applicant to the prospective employer and should not be taken into account by the prospective employer during the recruitment process.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website: www.gov.uk/government/organisations/disclosure-and-barring-service/series/dbs-filtering-guidance

Before answering the question below you will need to visit the website above, (or contact the DBS on 0870 909 0811), to determine whether or not there are matters you may need to disclose.

Do you appear on a barred list prohibiting you from working with children or vulnerable adults?

Children barred list	Yes		No	
Vulnerable Adults barred list	Yes		No	

Do you have any unspent or spent criminal convictions, cautions, reprimands and final warnings or outstanding criminal charges against you?

Yes - No

Have you ever been known by any other names? If yes, you must complete the full name(s):

Surnames:			
Forenames:			
From:		To:	

NOTE: You will also be asked to give full details of any previous names you have held when you complete a DBS application if you are the successful applicant. This will be in compliance with the [DBS Code of Practice](#).

Withholding criminal record information may lead to the withdrawal of an offer of employment or, if following appointment, to disciplinary action which may result in dismissal.

PART G PREVENTION AND DETECTION OF FRAUD

We have a duty to protect public funds. We may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies administering public funds solely for these purposes.

PART H DECLARATION

I declare that the information supplied as part of my application is true and complete, and for any of this information to be checked and verified. I understand that any deliberate omission, falsification or misrepresentation as part of my application may be grounds for rejecting my application or should the discovery occur following appointment, termination of my employment.

Signed:

Date:

London Borough of Camden

The London Borough of Camden is committed to equality and diversity in employment. In order to monitor and ensure the effectiveness of this, all applicants are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purposes of monitoring.

This part of the form will be separated from the rest of your Job Application Form upon receipt and will not be considered as part of the short listing or appointment process.

What is your gender?

Male		Female	
Date of Birth			

Disability:

Under the terms of the Disability Discrimination Act 1995 'a person has a disability if he/she has a physical or mental impairment which has a substantial and long-term adverse effect on his/her ability to carry out normal day to day activities'. Individuals with the following conditions can now automatically be classified as having a disability: HIV, cancer, multiple sclerosis, severe disfigurements, certified blindness or partial sightedness.

Do you consider yourself to have a disability as defined above?

Yes		No	
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What is your ethnic group? Please tick (✓)

Our ethnic background describes how we think of ourselves. Ethnic background is not the same as nationality or country of birth. The groups listed below reflect the largest ethnic groups in Camden. You are asked to choose the ethnic group that is closest to how you see yourself and specify a more specific group if you wish.

White:

Albanian (excluding Kosovan)		
Greek or Greek Cypriot		
Kosovan		
Turkish or Turkish Cypriot		
White British		White Irish
Any other White background, please specify:		

Mixed:

White and African	
White and Asian	
White and Caribbean	
Any other Mixed background, please specify:	

Black:

African Congolese		African Nigerian	
African Somalian		Black Caribbean	
Any other African background, please specify:			
Any other Black background, please specify:			

Asian:

Bangladeshi			
Indian		Pakistani	
Any other Asian background, please specify:			

Chinese or other ethnic group:

Chinese		
Any other group, please specify:		