

St Thomas' Federation



November 2021

Dear applicant,

Early Years Higher Level Teaching Assistant at St Clement & St James CE Primary School

'We are a family of schools dedicated to serving the children in our local community to ensure they receive an all-round education rooted in Christian values and are given every opportunity to flourish.'

Welcome to our St Clement & St James and thank you for showing interest in the above post. There is one permanent post available. You will be working alongside our nursery class teacher to support our nursery children. The purpose of this letter is to tell you about our school Federation, its aims and the role of the higher level teaching assistant in our school Federation.

St Thomas' and St Clement and St James CE Primary Schools joined forces in a federation in 2019. As a result, I am executive head at both schools and Ellie Dowthwaite is head of school at St Clement & St James. There are many benefits to this partnership; including shared professional development, greater senior leadership expertise and the additional career development opportunities that a larger organization offers. The leadership team was judged outstanding in our last Ofsted at St Thomas'

St Clement & St James is situated near to the Holland Park and Portobello Road (with many shops, market stalls and eating places). Our school has close associations with our local churches and has a small village school feel. When people visit our school they frequently comment on our calm and beautiful learning environment and the friendly welcome of our staff.

St Clement & St James is one-form entry and has a nursery class and a reception class- the Owlets Centre. We aim to serve our local community, which is culturally and socially diverse. Around half of the children come from families living on income support. Many of our children speak English as an additional language; the largest minority language being Arabic. We have children from the Caribbean, Africa, Asia, the Middle East, Europe and many other countries. We value enormously the richness of experience that all our children bring with them and celebrate this regularly throughout the school year.

At both schools we benefit from strong links with our local churches nearby. Although we welcome children from all faiths, our mission statements are very much rooted in our Christian values.

Our aim is to raise standards of achievement for all our children, ensuring that they are articulate, confident and able to flourish. We know this doesn't happen without the support of parents and a

great staff team. We recognise the worth of the staff team working together, aiming to promote positive learning environments with the highest expectations for all.

Our main focus is the development of a truly enriching and exciting curriculum that prepares children for the future. We believe that children are motivated to learn through meaningful experiences alongside a developmentally appropriate early years curriculum. We also focus on high quality child-adult relationships, ensuring that interactions between children and adults support and enhance children's learning effectively. We value trips, visits and regularly attend forest school. We believe that these experiences create engagement in learning and build children's knowledge and skills across all areas. We also believe that the arts have an important part to play in enhancing the curriculum and seek to use music, dance, drama and art to enrich children's learning.

We are looking for an Early Years higher level teaching assistant who enjoys working with children and wants to help them achieve their best. You will be part of our early years team working alongside skilled professionals. We very much encourage innovation, creativity and purposeful, exciting learning.

It's important that the staff that we recruit are aligned with our culture. We believe that:

- Staff come first
- We all have a professional obligation to improve as teachers
- Every child deserves a champion
- We have a culture of the possible, where everyone can make progress beyond what anyone could have imagined
- Truly great teachers is that which improves students' progress
- An evidence informed approach to teaching and learning helps us to identify what works best in indoor and outdoor learning environments
- Hard work is the key to success for staff and students
- Welcome diverse ideas to solve problems
- Value generosity of spirit
- We acknowledge mistakes and can learn from them
- We live by our Christian values of friendship, forgiveness, thankfulness and compassion

We want to work with someone who aspires to be the best and is willing to work hard and develop his or her expertise. We are keen to support applicants who want to go on to train as teachers. If you believe your values align with our culture, then we welcome your application.

You are welcome and very much encouraged to visit St Clement & St James which will give you an opportunity to learn more about the job and see just how fantastic it is to work with us.

The recruitment process includes several stages. During shortlisting, candidates will be judged by the level to which they fulfill the person specification criteria in their application. In their supporting statement candidates should make sure they address the person specification. Please note, applications will only be considered if they include a fully completed application form - CVs are not acceptable alternatives. When completing the application form, candidates should give a full work history and account for any gaps in employment. Applications can be sent either by email or post.

When selecting referees, candidates must give details of two referees, the first of which must be the current or most recent employer, or the Head teacher. Candidates need to be sure that their referees are willing and able to provide a reference in a timely manner. If shortlisted, candidates should be aware references may be taken up before interview and the content of the reference could be discussed at interview. In addition, we may approach previous employers who have not been identified by candidates as a referee and we may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children. These crucial steps are part of our safer recruitment process and reflect our safeguarding policy.

The closing date for applications is Monday 29th November at 12 noon. Interviews will be held during the following week of 6th December.

On behalf of the governors of the school, may I thank you again for your interest in this position and I look forward to receiving your completed application.

Yours sincerely



Sarah Bouette

Executive Head teacher



Ellie Dowthwaite

Head of School

Safeguarding Statement

St Thomas' Federation is committed to ensuring the welfare and safety of all the children in our schools. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment.

Our schools are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.