St. George's CE Primary Application Pack

Ofsted Good Provider



EYFS SEN Teaching Assistant

Grade: Scale 3 Spinal Point 5-6

Fixed Term – ASAP – 31st August 2023

St. George's
CE Primary School

About us



It is an incredibly exciting time to join St. George's Church of England Primary School: a one and a half form entry school within the Southwark Diocesan Board of Education Multi-Academy Trust.

Firstly, our pupils' smiles and love of learning make St. George's a very special place to be.

We are incredibly lucky to have a wonderful school environment, which is spacious and inviting. On our grounds, we house two large sports halls; a delightful, spacious outside area for reflection; a dedicated, well-resourced music room; and a kitchen space for food technology lessons.

Our staff team are vibrant, fun, hardworking and have the highest expectations for our children. We strongly believe in working together, taking an evidence-informed approach to new initiatives and school improvement.

As part of our offer within the Multi-Academy Trust, staff have access to networks, national qualifications, and tailored training. We believe in investing in the people who are charged with caring for our children.

Our pupils' physical and mental well-being is incredibly important at St. George's. We were one of the first schools to adopt the Daily Mile and have achieved the School Games Gold Award.

We warmly welcome you to arrange a tour of the school. Our website reflects the great learning that goes on at St George's and we know how important how a school 'feels' is to you, the candidate.

In the meantime, please take a virtual tour of our school here https://www.stgeorges.lewisham.sch.uk/_site/video/st-georges.mp4 to see the wonderful facilities and learning which takes place at St. George's.

We look forward to your application.

Come and join our amazing school.

Darren Janes
Head Teacher
St. George's CE Primary
Perry Vale,
London SE23 2NE

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Would you like to work somewhere inspiring? Where taking risks and innovating is encouraged? If you share our vision for taking the best from educational theory and putting it into practice to create lifelong learners then our school could be the place for you.

We are looking to appoint a capable and proactive SEN Teaching Assistant to support children's learning in the classroom. The role will involve 1:1 support for children with a range of additional needs, and also small groups of pupils working with teachers to plan for the individual needs of our SEN pupils.

You must have a good standard of English and Math and be able to communicate effectively with adults and children. You will use your initiative and embrace new challenges to work with groups and individuals.

The post holder will also assist with lunchtime supervision every day.

Grade & Salary: Scale 3 Spinal Point 5-6
Fixed Term: ASAP – 31st August 2023
Hours: 35hrs per week, 39 weeks per year, 8am – 3.30pm
Salary: £20505 - £20877

We can offer the opportunity to work with a committed, supportive and hard-working team; a newly developed, spacious learning environment; and delightful children who are keen to learn.

We strongly recommend that you come and visit. To book a visit with the head teacher, Darren Janes, please contact the school business manager, Barbara Whiting on 020 8699 5127.

An application pack is available from the school business manager at admin@stgeorges.lewisham.sch.uk or from the website that you have found this advertisement on. Completed applications can be submitted electronically to admin@stgeorges.lewisham.sch.uk or in hard copy to the school office.

Closing date: 23.59pm 27th November 2022
Shortlisting: 28th November 2022
Interview dates: 1st and 2nd December 2022

St George's CE Primary is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure, online searches, overseas checks (if applicable) and receipt of satisfactory references. Original evidence of the right to work within the United Kingdom will be required prior to commencement of employment i.e. National Insurance Number, Work Permits, or Indefinite Leave to Remain.

If you are shortlisted we will complete an online search as part of our due diligence and you will be asked to to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records.

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Job Description

DESIGNATION: Special Educational Needs Teaching Assistant

Grade: Scale 3 Spinal Point 5-6

Reports to: Head Teacher/Deputy Head Teacher/Class Teacher/Midday Meals Supervisor

MAIN PURPOSE OF THE JOB

To support the classroom teacher with their responsibility for the development and progress of all students, having a particular focus on pupils with special educational and general learning needs.

To undertake specified work with individuals or groups under the direction and supervision of a qualified teacher.

The post-holder will also assist with lunchtime supervision every day.

Liaison with: SENCO, Head Teacher, Class teachers and other support staff, which may include outside agencies, e.g. Speech and Language Therapists, Educational Psychologists on behalf of the SENCo should the need arise.

SUMMARY OF RESPONSIBLITIES AND DUTIES

- To work with individuals and groups of students in class with additional needs under the direction of the class teacher and SENCO
- To help plan and organise learning activities for students being supported
- To provide support in a manner which facilitates the child's cognitive development by removing barriers to learning
- To promote the pupil's inclusion within the school
- To promote the pupil's independence skills in communication, learning and social skills
- To monitor the progress of identified students, keep written records and provide the teacher with feedback on students' progress
- To assist in the production of appropriate teaching materials
- To clarify, modify and adapt materials to an appropriate level according to need
- Under the guidance of the SENCO, contribute to setting specific IEP targets and to the review of those targets.

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- To provide support for students' emotional and social development by encouraging and modelling positive behaviour.
- To liaise with staff, parents and relevant professionals where necessary under the direction of the SENCO.
- To undertake relevant training as part of continuing professional development.

SUPPORT FOR PUPILS

- To provide learning support for pupils in class, small group or 1:1 situations.
- To develop knowledge of the particular needs of the children and seek advice from the SENCo, class teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. concrete manipulatives, activities, visual prompts etc.
- To make or modify resources as suggested and advised by the SENCo, Educational Psychologist or other outside agencies.
- Provide positive reinforcements, praise and rewards to pupils.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.

SUPPORT FOR SENCo

- To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills.
- To attend meetings with the SENCo as appropriate.
- To provide regular feedback to the SENCo and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' IEP reviews and/or annual review by writing a brief report and attending the meeting.

SUPPORT FOR THE SCHOOL

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the statutory guidelines relating to disability discrimination and special educational needs.
- Be aware of and comply with policies and procedures relating to learning and behavior, child protection, health, safety and security and data protection, reporting all concerns to an appropriate person.

- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate.
- Be aware of and support diversity. Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

EQUALITIES

- Ensure implementation and promotion in employment and service delivery of the SDBE MAT's equal opportunities policies and statutory responsibilities.

HEALTH AND SAFETY

- Comply with the requirements of Health and Safety at Work regulations.
- Take reasonable care for the Health and Safety of yourself and others.

CONDITIONS OF SERVICE

- Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate.

SAFEGUARDING

St George's CE Primary is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

PERSON SPECIFICATION

Attributes:	Essential:	Desirable:
Experience	• Experience of working with or caring for children with special educational needs in a primary school setting	• Have training in aspects of SEN, i.e. Autism Spectrum Disorder (ASD) • Have experience of working in an EYFS setting
Knowledge / Skills & Ability	• Strong interpersonal skills. • Ability to work effectively as part of a team, understanding classroom roles and responsibilities and your own position within these • Ability to plan teaching and learning sequences to meet the needs of pupils with Special Educational Needs and Disabilities • Good understanding of child development • Ability to maintain confidentiality in all circumstances • Maintain accurate records of the pupils • Be organised and show initiative • Knowledge of relevant polices/codes of practice and awareness of relevant legislation • General understanding of national curriculum and other basic learning programmes/strategies	• Particular knowledge or experience of meeting the needs of pupils with a diagnosis of ASD • Effective use of ICT to support learning and communication
Qualifications	• Good numeracy/literacy skills • NVQ 2 in teaching assistance or equivalent qualifications or experience	• First aid training/training in specific medical procedures as appropriate • Ability to speak Spanish
Personal Qualities	• Ability to motivate and engage pupils with their learning • Flexibility • Self-motivated • Takes initiative • Supportive of the values and ethos of St George's CE Primary School • Reliability and integrity	