

St Mary's C of E (VC) Primary School

Chanters Road

Bideford

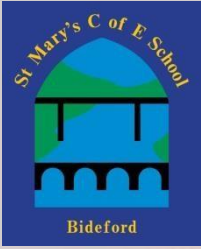
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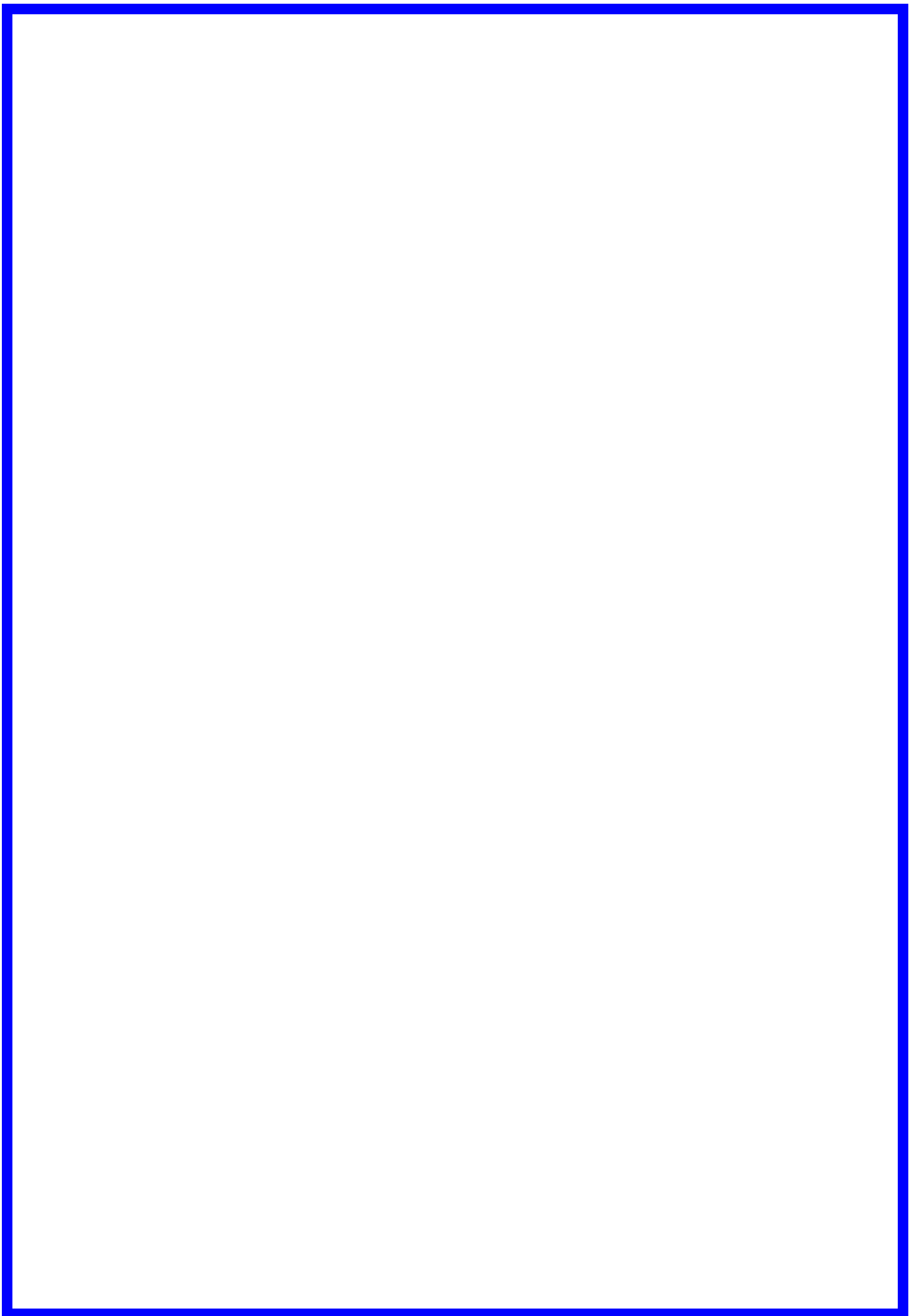
Headteacher

Miss Naomi Tottle

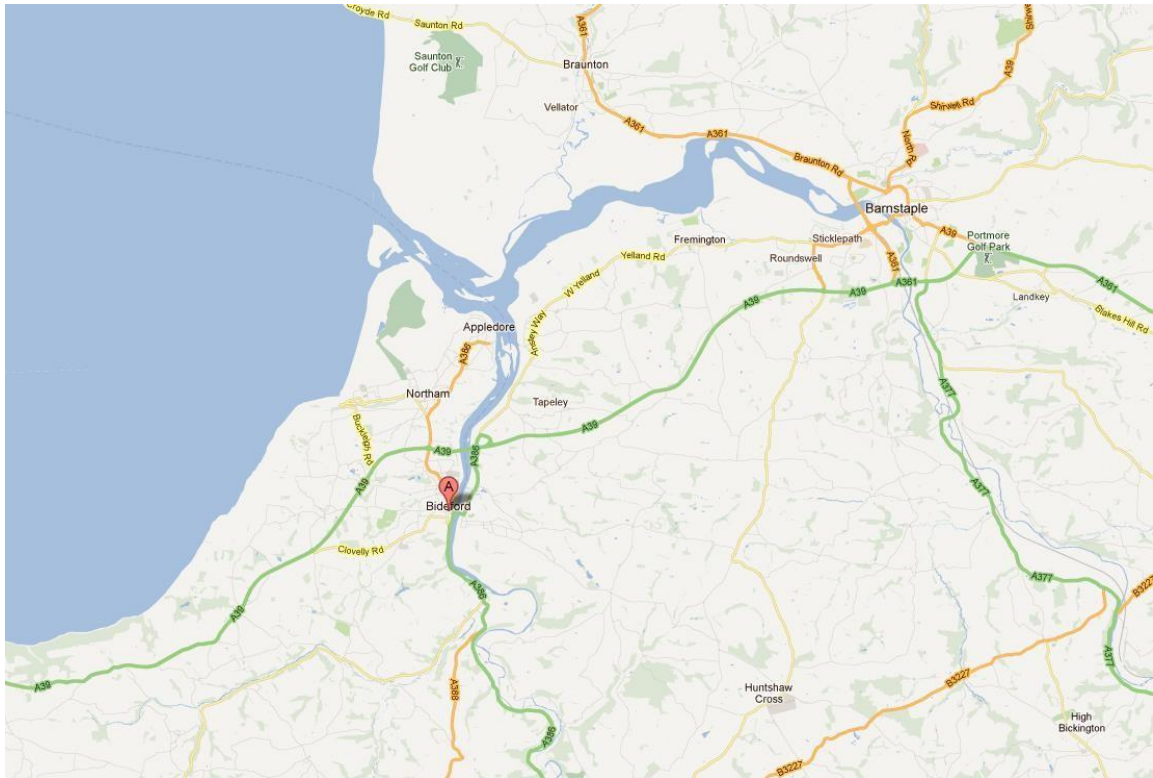
www.stmarysce.co.uk

EYFS Teaching Assistant

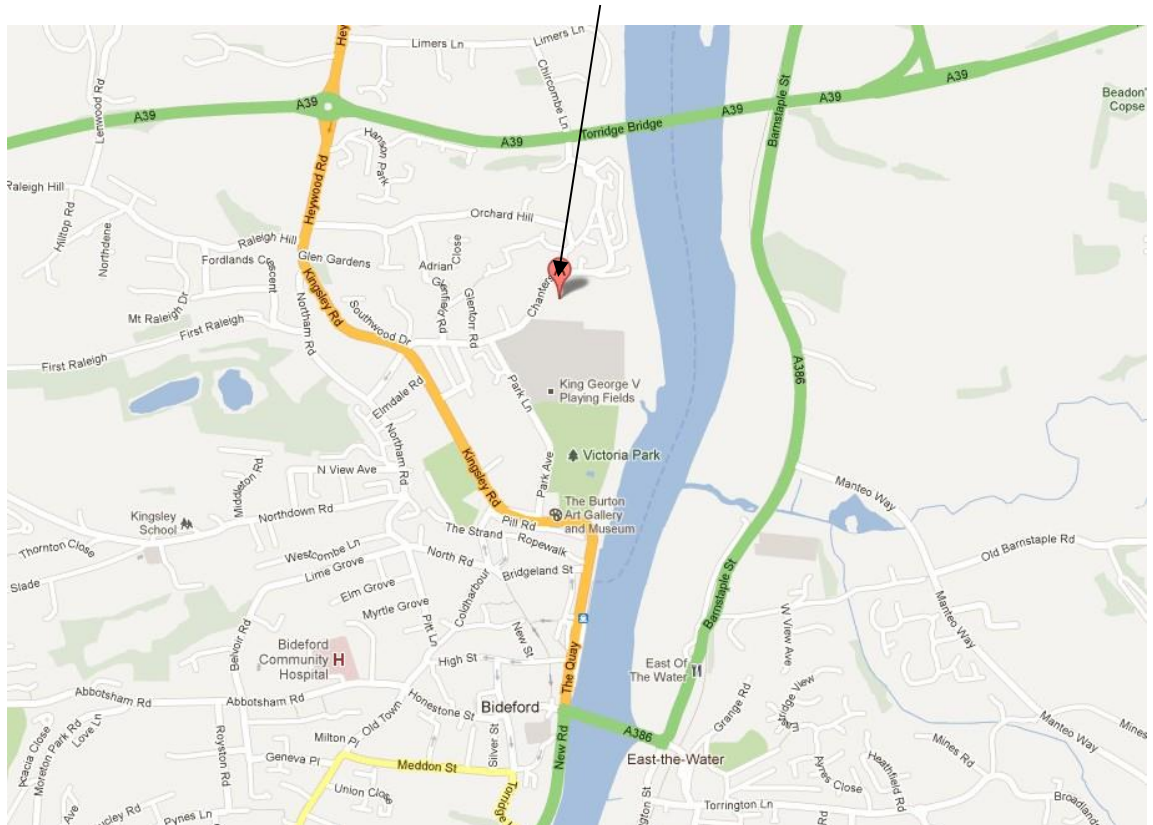




Location of the School



St Mary's C of E Primary School



St Mary's Church of England (VC) Primary School

Thank you for your interest in St Mary's Church of England Primary School.

This information pack has been put together to introduce you to our school. We hope you will find all you need; other information is available via the school website: www.stmarysce.co.uk.

St Mary's CE Primary is housed in a mix of a modernised 1970s main building and new and refurbished out-buildings. These have benefited from significant investment that has enhanced the learning environment. The school population has increased over the last few years and it is now close to capacity with around 420 children attending. It is a well-appointed school with extensive grounds including a number of hard surface playgrounds, an adjoining field and an environmental area.

St Mary's is located in Bideford, an historic town on the North Devon Coast. It has a rich history and is surrounded by beautiful countryside and fantastic beaches. The increased population in Bideford, due to the large amount of development around the town, is reflected in a wider social and cultural diversity within the school population. We have close relationships with the parish church, Local Community and are a partner school in the Atlantic Coast Co-operative Trust (ACCT), along with 9 other primary schools in the Bideford area.

We are looking to appoint a teaching assistant to work in EYFS within our Reception year group team.

This contract will be 27.5 hours a week, 38 weeks a year starting September 2022

Vision

“Together we journey to a future of opportunity.”

Our vision is to give every child the skills and experiences they need for their next step in life. At St. Mary's C of E Primary School, we aim to provide a high-quality education that develops children intellectually, socially, morally, physically and spiritually within a Christian environment. Through the school's ethos and collective worship, we use the Bible as guidance, as teaching and as our compass. In our school, children learn to respect the diversity within their community, themselves, differences of others and their surroundings. Children will leave our school on the next part of their journey in life with the confidence and the ability to make responsible and appropriate choices. They aspire to be the best they can and are valued members of the community.

“Your word is a lamp to my feet and a light to my path.”

Psalm 119 v105

Values

St. Mary's School has six values that we encourage within school and use as a theme for our Acts of Worship, with a different value being the focus each term. British Values are taught alongside these school values. Our school values are:

Friendship

Acceptance

Compassion

Respectfulness

Honesty

Perseverance

About us

St Mary's C of E Primary School is set in the old port town of Bideford, where tourism is a strong factor in local employment and income.

The school has 420 pupils from varying backgrounds, most of whom live in the town area, although some children come from the outskirts of Bideford and the surrounding villages.

At St. Mary's we deliver an inclusive curriculum which covers the National Curriculum objectives through a topic based, engaging curriculum.

We believe in establishing a safe environment in which children can learn and develop; to provide them with a range of activities and experiences that will enable them to achieve their true potential and to become well rounded life-long learners.

Ofsted Inspection

Following our last inspection, in October 2016, in which St Mary's was judged to be 'Good', in all aspects and moving towards 'outstanding' in some areas. Our Foundation Stage was judged to be Outstanding and 100% of teaching was judged as good or better, across the school.

The whole report can be downloaded by following the link from the home page of the school's website.

St Mary's C of E Primary School Bideford
Job description for Teaching Assistant

We are looking to appoint a teaching assistant to work in our Reception classes.
 27.5 hours a week / 38 weeks a year Grade C

Specific duties and responsibilities

We are looking for individuals with the following essential / desirable qualities:

	Essential	Desirable
A Teaching and Learning Assistant Level 2 qualification or equivalent	X	
To have a good understanding of safeguarding	X	
Experience of working in EYFS	X	
A positive and encouraging attitude	X	
Promote the acceptance and inclusion of pupils with SEN	X	
Establish supportive relationships with the pupils concerned	X	
Creating positive working relationships and environments conducive to effective learning for pupils with SEN	X	
Ability to effectively liaise with parents and other professionals	X	
GCSE Grade C or above, or equivalent, in English and Maths	X	
An ability to work within a team	X	
Kindness and patience	X	
A willingness to learn	X	
Experience of working with children with Communication and Interaction needs		X
Experience of running speech and language programmes/ interventions		X
First aid qualification		X

**Information for Applicants to Church of England (Voluntary Controlled) Schools
in the Exeter Diocesan Board of Education**

Dear Applicant,

The Diocesan Board of Education welcomes your interest in the important position of Teaching Assistant in a Voluntary Controlled Church of England school in the Diocese of Exeter and trusts that the following information will assist your consideration of the post.

Geographically, the Diocesan boundaries are commensurate with the boundaries to the County of Devon. The Diocesan Board of Education is administered from the Diocesan Education Office in central Exeter from where the Diocesan Education Team offers support service to all Church of England Schools in the Diocese. Officers advise Voluntary Controlled Schools on all aspects of Denominational Education: in particular Collective Worship and Religious Education; Statutory Inspection of Anglican and Methodist Schools (SIAMS); Church School governance, headship and management appointments.

Under the Schools Standards and Framework Act 1998, Section Voluntary Controlled School Governing Bodies are required to be satisfied regarding the professional ability and willingness of a candidate to promote and develop the Christian character and ethos of the school.

The Governing Body of a Voluntary Controlled School is responsible for Collective Worship in consultation with the headteacher. The incumbent of the Parish is usually the Ex Officio Governor. Foundation Governors are nominated by the Parochial Church Council and the appointments ratified by the Diocesan Board of Education.

Should you have any queries about this post, please do not hesitate to contact this office.

With prayers and good wishes as you further consider your application,

Sue Lockwood
Director of Education

How you apply:

Your application form must be completed in full.

An incomplete application form, or form containing gaps in the information produced, may be returned for completion before it can be considered. You must give details of **all** employment, training and employment since leaving secondary education to the present day. Any additional information which you wish to bring to the notice of the School Governors should be included in the letter of application. Canvassing of any member of the appointing panel will result in disqualification.

References must cover the previous five years of employment. If there has been a gap in employment, then a personal reference covering this period from someone who can comment on your ability to do the job is acceptable. You would be wise to inform your referees when you apply that they may be contacted. This will enable them to prepare your reference in good time. References are normally requested following short listing and sometimes with only a few days' notice.

If you have any queries regarding completion of the application form, please contact the school by email at Ntottle@stmarysce.co.uk

You may submit your application, diversity form and any declaration forms either by email or by posting a hard copy to the address given below.

Application sent by email. Your application should be sent to Ntottle@stmarysce.co.uk Please send as a Microsoft Word Document (.doc or .docx) or PDF. It will be acknowledged by email.

Application by post. You should print a copy of your completed form and send it to:

Miss Naomi Tottle
St Mary's C of E Primary School
Chanters Road
Bideford
EX39 2QN

Its arrival will be acknowledged only if you enclose a stamped-addressed envelope with your application.

All applicants will be contacted as to whether they have been successful in gaining an interview shortly after the short-listing date.

Applicants who are short listed and who have submitted their application by email will be required to sign their application on arrival at interview.

Important for this Appointment

Applications close **at 9am Monday 4th July 2022**

Interviews – **Thursday 14th July 2022**

Start date - **1st September 2022**

Salary – £9.99 an hour, C grade

Safeguarding Children

This post is one the Authority has deemed to involve substantial access to children and the governors will require a satisfactory **Disclosure and Barring Service (DBS) enhanced disclosure check completed** for the successful candidate before the appointment is confirmed. Applicants are advised that they should disclose at the time of application, on the declaration form enclosed with the application form, the details of any convictions, cautions, bind-overs, outstanding cases, disqualification from working with children or inclusion on the DCSF list 99 and any allegations concerning behaviour towards children, whether or not the allegations were investigated. Any declarations will be treated in confidence and only seen by the Headteacher, who, if necessary, will seek advice from HR.

Further Guidance for Applicants

Short listing and interview procedure

Only applicants fulfilling the person specification will be short listed.

References must be received before the interview. As well as being asked about your suitability for the post, relating to the person specification, the reference proforma will ask for:

- comment on your performance history and conduct, including performance management issues, disciplinary investigations and any proven disciplinary offences, whether time expired or not; for any specific concerns that the referees might have or be aware of in regard to your suitability to work with children.

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up with candidates at interview.

Candidates will be questioned about safeguarding children.

Equal Opportunities Statement

Devon County Council recognises its responsibilities as an employer for setting standards of fair treatment. The County Council provides equal opportunities to any employee or job applicant and does not discriminate either directly or indirectly on the grounds of race, colour, ethnic origin, nationality, gender, religions (except where a specific requirement exists in a Church school), marital status, sexuality or disability. The County Council also offers its commitment to treat part-time staff as equitably as full-time staff having regard to national and local conditions of service and statute. DCC also has a 'Positive about Disabled People' policy and guarantees to interview all applicants with a disability who meet the essential elements of the person specification.