



Rotherfield
Primary School



Federation Teaching Assistant

Newington Green and Rotherfield Primary Schools

**Closing date: 19th February 2023, job reference: NG/RTH/
1286**



**Welcome and information about the Newington
Green and Rotherfield Primary Schools**



Dear Applicant,

I am delighted that you are interested in joining the team here at Rotherfield or Newington Green.

This pack provides some more detailed information and will hopefully give you a good insight into the school's ethos. We are schools working in partnership to deliver the very best education possible for our children.

We need staff who will thrive on a challenge, enjoy working as a team and who will not be scared of trying new ways of doing things. **To work in either school you will also need to be passionate about improving the life chances of pupils and their families. For our children an excellent education will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**

We are a good school working towards being outstanding at our next inspection. You will find a friendly and committed staff in each school, who really believe in our children and their ability to positively affect children's lives.

You can expect from us a schools committed to your professional learning, supportive leadership teams, wonderful group of support staff in each school, and a team of 9 of us working across both schools who can support in developing you.

We are interested in hearing from candidates who want to work in either school, and across any age range. Although not essential, there is a strong internal pathway to teaching for those candidates that are interested in becoming teachers through a paid route. More information can be found on our websites.

I would love you to visit us and get a sense of what our schools are all about. Please call one of the offices and make an appointment. I am also happy to discuss applications over the telephone.

Yours sincerely

Abi Misselbrook-Lovejoy
Executive Headteacher



Rotherfield Primary School
<http://www.rotherfieldprimaryschool.co.uk/>

Rotherfield is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. Rotherfield is situated just off Essex Road in Islington, with good transport links.

Rotherfield is a four storey Victorian building. In the corner of our playground, we have kitchen garden beds and fruit trees making our fabulous 'edible garden'. The school has recently refurbished its EYFS playground, all classrooms, and hall spaces and also gets to use some greenspace land opposite the school as an extra playground and outside learning space.

The school has approximately 56% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run an 'Out and About' programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection (February 2018) and are working hard to continuously improve. Rotherfield has an established partnership with another Islington School (Newington Green). The Governing Board Federated in July 2022, following 5 years of working together. Our Executive Head works across both schools, and we work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!
<http://futurezone.org.uk/>

We have the following staff working across both schools: Home School Worker, Music Specialist, Premises Assistant, Spanish Specialist, Business Manager, Executive Head, Head Chef, and a Computing Specialist.

We run wrap around care from 7.45am to 6.30pm and have a range of enrichment clubs for pupils to attend.

Our classes have bespoke storage, new furniture and upgraded IT capacity. We have a specialist storage area for teaching resources and staff work area where they can plan and be near resources to select them for lessons. We are also lucky to benefit from a computing space and an art/music studio! We have further plans to develop our playground and children's toilets soon.

The very best way to find out if Rotherfield is right for you is to come and visit us! This will give you a real sense of what it would be like to work here.



Newington Green Primary School

www.newingtongreen.co.uk

Newington Green is a vibrant, two form entry school, with Nursery and two-year-old provision, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somali and Bengali being the largest ethnic groups in the school.

The school has approximately 44% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils. We run the cultural entitlement programme which means pupils do about 36 visits throughout their schooling with us to enhance their wider learning and cultural opportunities (ballet, opera, canoeing, zoo, national museums etc)

We were rated good at our last inspection (March 2017) and are working hard to continuously improve.

The school had a multimillion-pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for staff and children. We have growing beds for vegetables and want to further develop our food provision. On our website you will find many of our school

policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We Federated in July 2022, and now share a Governing Board committed to driving improvement in both schools. We have the following shared staff across both schools: Home School Worker, Premises Assistant, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.30am to 6.30pm and have a range of enrichment clubs for pupils to attend. We work closely in partnership with 24 other Islington Schools through a collaborative network called Futurezone. We love working together to improve things for our children!



Why do staff work here?

Ciara

I came to Rotherfield as an NQT about 10 years ago and think so highly of the place that I have not wanted to leave!

The school's location in the dynamic borough of Islington means that it is an interesting and diverse area to live and work in.

In my time at Rotherfield, I have been able to develop professionally through leading a range of subjects including Music, PE, and Maths; ultimately becoming part of the Senior Leadership Team as an Assistant Head.

The school has a very special community feel and has become a home away from home for me. There is great parental involvement through the Friends of Rotherfield; a friendly and hard-working staff and a supportive governing body who really care about the school.

Most of all, the children are wonderful, and I consider it a privilege to work at Rotherfield Primary School.





Why do staff work here?

Janet- Both Newington Green and Rotherfield staff member

As part of the Subject Specialist Team, I teach Spanish from Reception to Year 6 across the partnership. Teaching every child in two schools every week requires a lot of energy and meticulous organisation, but I love the variety this model offers, delivering my subject across the age range, adapting language and activities to each cognitive stage.

As a subject specialist, I'm expected to design and deliver a creative curriculum which complements and enriches that of each main school. I'm supported in this by research-led teaching and learning CPD and we're encouraged to challenge our thinking and practice. The buildings and outside spaces in each school have very distinct architectural styles but both have been modernised to create great spaces in which to teach and learn.

When I started the role, I was struck by the children's growth mindset. I love working with such enthusiastic learners. They amaze me every day!





Information about the Federation Teaching Assistant role



Rotherfield
Primary School

Federation Teaching Assistant

- **Salary Grade Range:** NJC SC4
- **Actual Salary:** £20,348 - £21,751 per annum depending on experience and skills
- **Contract:** Full-Time, 30 hours per week, term time only
- **Start date:** Flexible depending on candidate

Benefits of working with us...

Term time only working, suits childcare needs and gives ability to have a good work life balance- 13 weeks holiday a year!

Pension- our staff are in Teachers or the Local Government pension scheme. This is an excellent benefit for staff as pension contributions from us vary between 20-25% of your pay. You will not get this offer in the private sector!

Childcare- our staff have reduced wrap around childcare costs if they attend our schools. We can find them spaces to learn and to be well cared for while you are at work!

Flexibility- most of the work can be done from either of our school sites- so you can choose the easiest one as your main base to support your commute. We will also consider some home/flexible working for an exceptional candidate.

You can:

- Demonstrate successful experience in a primary setting.
- Work as part of the staff team at the direction of the HLTA/Assistant Headteacher /Class Teachers to support teaching provision and pupils' learning.
- Under the guidance of AHT/HLTA, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
- At the direction of Class Teachers/HLTA, to help to organise classroom activities, prepare resources and implement strategies for teaching

and learning.

- Support and deliver the programmes for teaching literacy and numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, pupil targets and learning objectives.
- Observe pupils' performance and using the systems in place in the school/class provide the teacher with feedback on pupil progress in relation to provision.

We offer:

- Pride in our diversity and sense of community.
- A dynamic federation.
- Great children who want to learn.
- Supportive management and Governance, with ambitious expectations.
- A strong sense of teamwork and collaboration.
- A commitment to excellent professional development for all staff.

We are interested in hearing from candidates who want to work in either school, and across any age range. Although not essential, there is a strong internal pathway to teaching for those candidates that are interested in becoming teachers through a paid route. More information can be found on our websites.

Visits to the school are encouraged and can be organised by contacting the Rotherfield school office on 020 7226 6620, or Newington Green office on 020 7254 3092.

Closing date: 19th February 2023

We reserve the right to appoint before the closing date if a suitable candidate is found. Early application is encouraged.

To apply for the role, visit www.islington.gov.uk/jobs.

Newington Green and Rotherfield Schools are committed to safeguarding and promoting the

welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.

Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating 5+ continuous years with local government/schools. The starting salary will be calculated based on the individual circumstances of the successful candidate/s.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.



Job Description

Position	Federation Teaching Assistant
Grade	Scale 4
Hours	Full-Time, 30 hours per week, term time only
Responsible to	HLTA
Key Relationships	Governors/Staff Parents/Stakeholders/Children

Newington Green and Rotherfield Primary Schools are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

Purpose of the Post

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g., SEN, EAL, GT, all underachieving groups).

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

Duties and responsibilities

Main Duties

- Work as part of the staff team at the direction of the HLTA/Assistant Headteacher /Class Teachers to support teaching provision and pupils' learning.
- Under the guidance of Class Teachers/HLTA, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
- At the direction of Class Teachers/HLTA, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
- Support and deliver the programmes for teaching literacy and numeracy (e.g., the National Literacy and Numeracy Strategies) by delivering of ALS, ELS, FLS etc., and assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.

- Observe pupils' performance and using the systems in place in the school/class provide the teacher with feedback on pupil progress in relation to provision.
- Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour and dealing with disruption as agreed in the school's Behaviour Management Policy.
- Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
- Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
- Under the direction of Class Teachers/HLTA, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
- In collaboration with Class Teachers/HLTA, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils
- Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
- Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee



Personal Responsibilities

- Be aware of key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures and Child Protection Procedures.
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, and as identified in Performance Management Processes, undertake such training as may be required to enable you to provide the school with effective support. Training may be in aspects of the National Literacy and Numeracy Strategies, or Key Stage 3 Strategy, in behaviour management or areas of learning need. Training may be provided centrally or in school.
- Within your contracted hours, attend staff meetings as required.
- Be aware of the learning and physical needs of the pupils you support.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs

Confidentiality

- The nature of the job requires a high degree of initiative, confidentiality, tact and discretion when giving or receiving information, which could be confidential
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Performance Standards

- To ensure that the school customer care standards are met and adhered to
- To ensure that all duties are performed in accordance with the Council's financial regulations
- At all times to carry out the responsibilities of the post with due regards to the Equalities Act.

Fundamentals to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face. This Job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.



Values and Culture

- . Ensure the highest expectations and standards are maintained around financial probity, equalities, and safeguarding.
- . Maintain open and honest communication with Governors and school leaders.
- . Maintain a positive, solutions focused attitude to problems.
- . Create an enabling and flexible culture around admin and premises, focused on supporting school leaders, staff, pupils, parents and external agencies to fulfil their functions effectively.
- . Respond positively to constructive feedback.
- . Maintain a reflective, proactive and creative approach to school improvement.



Personal Responsibilities

- To be always professional in dress and manner
- To treat all staff, parents, carers, visitors and pupils with respect and courtesy.
- To be responsible for own career development and undertake training, professional development, and other learning activities as appropriate.
- Be aware and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the relevant person.
- Be a suitable person to work with children and undertake an Enhanced Disclosure and Barring (DBS) check and other employment checks

The post holder is required to safeguard and promote the welfare of children and young people, promote, and inform the ethos of the schools, and follow school policies, especially ensuring that they operate within the schools' equalities policies and the staff codes of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Head.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively, and successfully to the ever-changing pressures which schools face.

This job description is a guide to the level and range of responsibilities, which the post-holder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, to meet changing circumstances and demands. It will not form part of the post-holder's contract of employment.

Person Specification

Personal Specification

- Demonstrate levels of numeracy & literacy equivalent to GCSE (A-C- (or by test)
 - Attend induction training (for level 1 a willingness to attend); NLS, ALS, ELS, FLS training as appropriate and training relevant to the post
 - Attend school training sessions
 - Experience of working with children (either paid or unpaid capacity) preferably in a school setting
 - Working towards NVQ level 2 or other recognized qualification
 - Hold NVQ Level 2 or equivalent or other accredited qualification
 - NVQ Level 3 (or working towards) or equivalent accredited qualification
 - Working towards NVQ level 3 or equivalent accredited qualification.
 - Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.
 - Able to form and maintain appropriate professional relationships and boundaries with children and young people.
 - Ability and willingness to work as part of a team
 - Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.
 - Ability to communicate effectively with a range of people.
 - Ability to organise the classroom activities e.g. preparing and setting out resources (under direction).
 - Ability to organise the classroom activities e.g., preparing and setting out resources and implementing strategies for T&L (under direction).
 - Ability to deal with sensitive information in a confidential manner.
 - Understanding of basic First Aid procedures.
 - Knowledge of the requirements of the national literacy and numeracy strategies.
 - Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies.
 - A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
 - A commitment to deliver services within the framework of the school's equal opportunities policy.
 - Understanding of and commitment to work within the scope of school policies and procedures.
 - Knowledge & understanding of the school's health and safety policy.
 - An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.
 - Willingness to attend and participate in meetings to review pupils' progress.
 - An awareness of the learning and physical needs of the pupils.
 - Ability to monitor and evaluate pupils' performance.
 - Ability to update and maintain accurate pupil records using the school's systems in place.
 - Ability to deliver intervention groups to pupils
- ### Personal qualities
- Commitment to promoting the ethos and values of the schools and getting the best outcomes for all pupils
 - Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school
 - Ability to work under pressure and prioritise effectively, continuing to meet deadlines, produce high-quality work and maintain a friendly and professional disposition
 - Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children
 - Commitment to always maintaining confidentiality
 - Commitment to safeguarding and equality.



How to apply

Application Deadline

Completed application forms must be received by **Midnight on 19th February 2023**. **We reserve the right to appoint before the shortlisting date if suitable candidates are found. Early applications are therefore encouraged.**

To apply

Please apply online at www.islington.gov.uk/jobs.

Contact

To find out more about the role, please contact either school office to arrange a time (Rotherfield – 020 7226 6620 / Newington Green - 020 7254 3092).

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer

to those before submitting your application.

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are 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.



Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

www.newingtongreen.co.uk

Executive Headteacher: Abi
Misselbrook-Lovejoy

Head of School: Mairead McDonnell

Newington Green Primary School

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi
Misselbrook-Lovejoy

Head of School: Joanna Jones

