Teaching Assistant Application Pack

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Welcome from the Executive Headteacher

Dear Applicant,

Thank you for responding to our advertisement for the Teaching Assistant post within the New Wave Federation. We are a family of four Hackney schools Grazebrook Primary, Shacklewell Primary, Woodberry Down Community Primary School and Thomas Fairchild Community Primary School.

The successful candidate will work closely with the Senior Leadership Team and staff from our federated schools, so will be able to draw on the experience and skills that exist in the federation. We can offer you schools which are well resourced, have an established culture of excellence and a commitment to personalised professional development. Our schools are vibrant, diverse and inclusive. If you are an effective communicator, have vision, energy and believe every child can and will succeed, we would like to hear from you.

This pack has been put together to help you with the application process. If you would like to visit the schools for a tour to learn more, we are happy for you to contact us. Please email **azaki@newwavefederation.co.uk** to arrange a visit to any of the federation schools.

Kind regards,

Mrs Nicole Reid
Executive Headteacher

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About Our Schools

Grazebrook Primary School - OFSTED 2023

Leaders have created a calm and orderly environment in which pupils flourish. Pupils readily take ownership of demonstrating and living out the school values of kindness, focus, creativity, responsibility and collaboration. This can be seen throughout the school. The Grazebrook 'passport' aims to support pupils to develop as active citizens and enhance their understanding of the world around them. Pupils are proud to take part in charity work because they want to improve the lives of their wider community. The curriculum is highly ambitious and broad for all, including those with special educational needs and/or disabilities (SEND). Leaders ensure that all pupils are able to fully follow the curriculum. Pupils show real enjoyment and delight in learning new ideas and engaging with different experiences. Pupils achieve highly across the curriculum. Extremely strong outcomes in national assessments help to exemplify the strength of the curriculum and how well it is delivered.

At its most recent OFSTED inspection (November 2023) it was reported that the school is an Outstanding school.

Shacklewell Primary School - OFSTED 2025

Shacklewell is larger than the average-sized school. The early years consists of two Reception classes and two part-time Nursery classes with provision for two-years-olds. The proportion of pupils with SEND is above average. The proportion of disadvantaged pupils is above average. The school's values of resilience, creativity and hard work are deeply embedded across the school. Pupils thrive as a result. Leaders have been strikingly successful in securing the consistent high quality of teaching and an effective curriculum that underpins learning across the school. This enables pupils of all ages to make substantial progress. Leaders and staff foster a positive environment and conditions which are highly conducive to successful learning. Pupils benefit from the technology that they are encouraged to use from a very early age. They develop high levels of skills in using computers.

At its most recent OFSTED inspection (April, 2025) it was reported that the school is an Outstanding school.

Woodberry Down Community Primary School - OFSTED 2023

Pupils at Woodberry Down readily demonstrate the school's values of collaboration, creativity, focus, kindness and responsibility. There is a strong sense of community. Pupils are confident, articulate and well- behaved. Leaders have created an environment where pupils try their best. They work hard and produce work of good quality in different subjects. Pupils are proud of their school and the exciting things they experience, such as residential trips, ice skating and museum visits. Pupils feel safe and are kept safe in school. Bullying is rare. Pupils know they can use worry boxes or talk to teachers about any concerns they might have and that these will be dealt with swiftly. Low-level disruption is rare, so pupils can concentrate and engage positively with their learning.

At its most recent OFSTED inspection (December, 2023) it was reported that the school is a Good school.

Thomas Fairchild - OFSTED 2023

Pupils are proud of their school and enjoy their learning. Leaders have created a safe environment where pupils can achieve their best. Children in early years have settled in quickly and they are ready to learn. Being responsible is one of the school values, and pupils keenly put this into action. For example, the pupil council has worked with leaders to improve the school lunch menu. Leaders and staff are committed to providing pupils with the best possible start to their education. They have created a stimulating learning environment in early years, where children thrive academically and socially. Pupils learn a broad range of subjects throughout school. Leaders have thought carefully about the key knowledge and skills they want pupils to know and remember. Pupils are keen to be reading ambassadors so that they can be involved in choosing books.

At its most recent OFSTED inspection (September 2023) it was reported that the school is a Good school.

Job Description

Post Title	Teaching Assistant
Responsible to:	Headteacher / Line Manager
Accountable to:	New Wave Federation Governing Board
Salary:	Scale 4 (point 07-10) £31,980.00 - £33,384.00 pro rata term time only
Hours:	30 hours
Direct Reports:	Teacher and Senior Leaders

Job Summary

- To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programs, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, for short periods of time.

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Main Duties

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations & promote self-esteem and independence.
- Provide feedback to pupils in relation to progress & achievement under guidance.
- Deliver pastoral and learning support.
- To deal with minor incidents and the health and hygiene of the children.
- To read with individual children and groups and complete reading records as directed by the class teacher.
- Under the direction of the teacher, to work with small groups of children and to take responsibility for their learning.

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, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/ progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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.
- To establish and maintain constructive relationships with parents/carers by:

- supporting their role in pupils' learning;
- providing constructive feedback on pupils' progress and achievements;
- facilitating their support for their child's attendance;
- support home to school/community links.

Administer routine tests

- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.
- To work within an agreed system of supervision with small groups of children and to take responsibility for their learning.
- To work in partnership with the teacher to support the school induction programme. This may include contributing to parents evening as appropriate.

Main Duties

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/ relevant learning activity and assist pupils in their use.

Support for the School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- 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. To assist in the general care of the school environment by undertaking tidying of general areas
- To promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General Duties

- Enhanced DBS check.
- Strong commitment to furthering equalities in both service and delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to The Hackney Education, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Person Specification

	Essential
Qualifications	Qualifications NVQ 2 for Teaching Assistants or equivalent qualifications or higher education
Experience	Working with or caring for children of relevant age
Knowledge	Training in the relevant learning strategies e.g. literacy & numeracy
	First aid training/training as appropriate
	Understanding of relevant policies/code of practice and awareness of relevant legislation
	General understanding of national/foundation stage curriculum and other basic learning programmes /strategies
	Basic understanding of child development and learning
Skills	Good numeracy/literacy skills
	Effective use of ICT to support learning
	Use of other equipment technology – video, photocopier
	Ability to self-evaluate learning needs and actively seek learning opportunities
	Ability to relate well to children and adults
	Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
	Display commitment to protection and safeguarding of children and young people

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Application Process

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all the criteria identified in the selection criteria.

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer;
- You provide a referee who can attest for your ability to work with children; and
- If you do not have an employment referee, please provide details of a tutor, lecturer or someone who can provide an appropriate character reference.

Please explain any gaps in your employment/education history and reasons for these gaps,continuing onto an additional page if necessary.

Candidates must ensure that if they are successful at an interview, that they are able to provide evidence of their Right to Work and Remain in the UK. We are fully committed to following all safeguarding procedures. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in line with the Asylum, Immigration and Nationality Act 2000.

If you have any queries or require any further information, please contact :

tfoffice@newwavefederation.co.uk or phone 020 7253 9469

We look forward to receiving your application.

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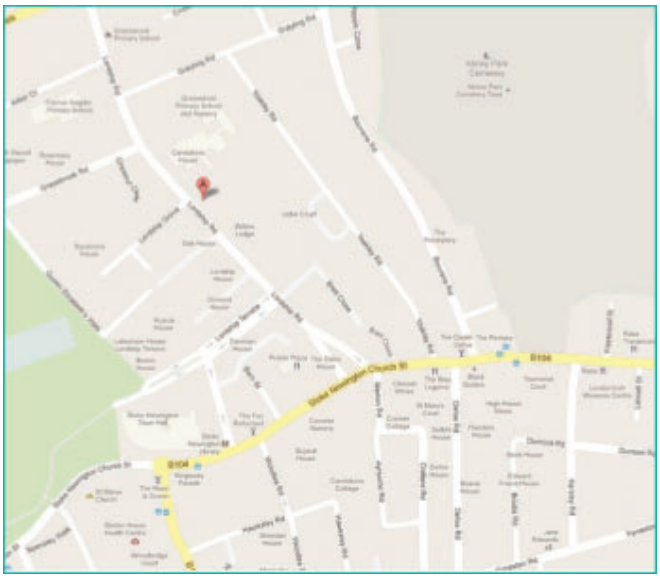
Contact Details



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Shacklewell Primary School
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2EA

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Fax: 020 7254 1151
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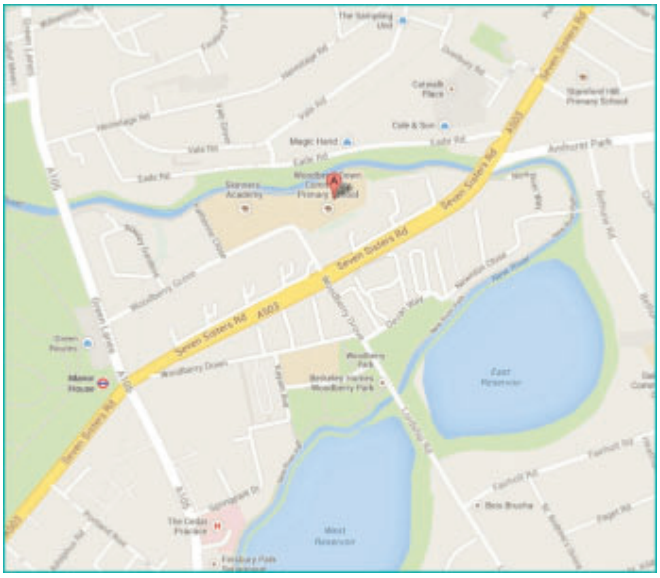
Contact Details



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