



SCHOOL-LED TUTOR

Hanover Primary School

Closing date: 3rd July 2022

*Hanover
Primary School
Noel Road
London
N1 8BD*



School-Led Tutor, one year fixed term, term-time only

Tutor Grade: Scale 3, Spine point 5 to 7. FTE £23,838 to £24,705 per annum pro-rata
Actual Salary based on 35 hours, tert-time weeks: £20,572 to £21,699 per annum

Hours: 35 hours/week (flexible depending on the successful candidate and timetable)
Required for September 2022

Opportunity for an extra role and additional hours as a Midday Meals Supervisor
MMS Grade: Scale 2, Spine point 3 to 4. (max 7.5 hours per week)
FTE £23,004 to £23,421 per annum pro-rata
Actual Salary based on 7.5 hours, tert-time weeks: £4,254 - £4,408 per annum

Application deadline: midnight Sunday 3rd July

Interviews: w/c 4th July

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Job Advert

We are looking to appoint an enthusiastic and inspirational **School-Led Tutor** to join our settled and motivated staff team in September 2022. This is a new role part-funded by the National Tutoring Programme, which was set up to help children 'catch-up' from the effects of lost learning during the pandemic. This role is funded through to July 2023. The role would particularly suit someone hoping to train as a teacher and needing some school-based experience before starting.

We will be able to offer extra hours before or after school, to support small groups of children in KS2 with maths or English. The successful candidate may also apply for additional hours working Monday-Friday as a Midday Meals Supervisor. This can be discussed at interview.

Hanover is an oversubscribed and successful school in a great location by the side of the Regent's Canal. Our pupils are keen to learn and participate, and we teach a rich and challenging curriculum that is constantly improving. We are characterised by our diverse and engaged community, and work closely with our parents and carers. We have very high expectations of both children and adults.

We are looking for candidates who:

- Can contribute to and support the learning and development of our pupils
- Can form positive relationships with children, parents, colleagues, and the wider community
- Have the ability to take responsibility for supporting teachers in the delivery of pupils' education
- Demonstrate a flexible approach to meet changing priorities
- Have excellent behaviour management
- Have high regard for inclusion and equality
- Can work effectively as part of a supportive team
- Show commitment to continuous professional development
- Have the ability to make a positive contribution to the school as a whole
- Are first aid qualified or have a willingness to undertake training

We can offer:

- Motivated and inspiring pupils
- A happy, hardworking and supportive team
- An excellent working environment
- Good opportunities for professional development
- A diverse and engaged school community

Hanover is committed to safeguarding and promoting the welfare and safety of children and young people. The successful candidate must demonstrate that they are fully committed to our safeguarding policies and procedures. Pre-employment checks and references will be sought and the successful candidate will need to undertake an enhanced DBS Check.

Please contact the school office on 020 7689 8949 or admin@hanover.islington.sch.uk for a printed application pack.



Letter from the Headteacher

Dear applicant,

Thank you for your interest in applying for the role of School-Led Tutor at Hanover Primary School. We are keen to appoint the right person – someone who will fit into our community and help us to raise standards even further. The successful applicant will join us in our mission to ensure that every child reaches their potential whilst at Hanover.

Hanover is a thriving one and a half-form entry school on the Regent's Canal in Islington. We are situated between Angel and City Road and have a fabulous site with each classroom overlooking the water. Our roof playgrounds, spacious classrooms and listed 1930s building are well-suited to our needs, and we are a very happy, creative and ambitious community.

The school-based tutor will mainly work one-to-one with children in our Lower School (Reception to Y2). The role will include working within our three parallel Reception/Y1 classes, supporting children with additional learning needs. Additionally, the successful candidate will be supporting with children's reading to ensure they reach age-expected reading competency. The school-based tutor is a new role at Hanover, so we anticipate that further responsibilities may be given to the right candidate.

We are determined to achieve great outcomes – social and emotional, as well as academic - for all children at the school. Through investment in staff development and a clear and achievable vision, we are working as a team to achieve great things for all. This work includes research-led changes in the ways in which we deliver the curriculum, and a radical change to the way in which the EYFS and KS1 curriculum is approached. You can read more about our vision and priorities on our school website.

At Hanover, we have high expectations of our staff because we have high aspirations for our children. We recognise that in order to get the most out of our staff, they need to be treated well, enjoy high quality CPD, and gain a wide range of experience.

We are looking for someone who is able to inspire and motivate young people through their engaging approach, build excellent relationships with both children and adults including parents and carers, and who is determined to get the best from the children they work with.

Thank you,

Jack Sloan
Headteacher



Job Description

POST TITLE:	School-Led Tutor (National Tutoring Programme)
GRADE:	Scale 3
DEPARTMENT:	Schools
REPORTING TO:	Deputy Headteacher

KEY PURPOSE OF THE JOB

The main purpose of this role is:

- To support children with identified learning needs by working with them 1:1 on their individual targets
- To hear children read individually, and teach them appropriate reading strategies
- To keep records of the children's progress and next steps with reading
- To liaise with the children's class teachers to identify appropriate reading targets.

More broadly, the school-based tutor will provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with pupils to help them to achieve to the best of their ability.
3. 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.
4. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
5. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
6. Supervise pupils in the playground and organise play time activities.
7. Under take any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee



Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. Training will be provided in school.
4. Within your contracted hours, attend staff training and meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.



Person Specification

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

Education, Experience and Abilities

Demonstrable levels of numeracy and literacy equivalent to GCSE (A-C) (or by test)	essential
Education to degree level	desirable
Experience of working with children (either paid or unpaid capacity) preferably in an education setting.	essential
An understanding of children's development, and sensitivity towards their social and emotional needs.	essential
An understanding of early reading strategies, including phonics	desirable
Understanding of basic First Aid procedures.	desirable

Personal Qualities

Ability to form and maintain appropriate professional relationships and boundaries with children and young people.	essential
Ability and willingness to work as part of a team	essential
Self-motivation and the ability to work independently	essential
Ability to communicate effectively with a range of people.	essential
Ability to deal with sensitive information in a confidential manner.	essential
A commitment to work within the framework of the school's equal opportunities policy and anti-racist approach.	essential
Ability to stay calm in challenging or complex situations.	essential

Skills and aptitudes

Ability to be organised and self-directed e.g. when preparing learning resources	essential
Ability to update and maintain accurate pupil records using the the systems the school has in place (including online systems)	essential
Willingness to be flexible and adapt to changing needs and circumstances	essential
Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.	essential



How to apply

School-Led Tutor

Thank you for your interest in this post.

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link which will then take applicants directly through to the online application form on Trac. Please ensure you apply no later than 11.59pm on **3rd July 2022.**

Shortlisting will happen soon after the closing date. You will be notified by email if you are being invited to interview.

Interviews will be conducted at Hanover in the week beginning 4 July 2022.

In addition, please note the following:

- CVs will not be accepted.
- References will be sought for short listed candidates prior to the interview date.
- This post is subject to a 6-month probationary period.
- This post is not available through recruitment agencies. Full applications must be made.



Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to fill in the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the form and Personal Statement online or in black ink or use a word processor. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Education HR including a list of the accepted documents.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children. All offers of appointment depend on receiving references satisfactory to the School. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The School reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Previous employment for all support staff (non-teaching) posts

Ensure that you put in full dates, names, addresses and your job title. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family. Details of part time and relevant voluntary work should also be entered.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills



training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

Additional information for people who consider to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure & Barring Service

Islington Schools operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an Enhanced Disclosure will be activated before your first day of work. Posts that involve such access include: all School based posts, Youth Workers, Early Years Service posts, Education Psychologists, Education Welfare Officers as well as all Office based posts where the post holder, on occasion will be required to visit any establishment where there are children. A copy of our policy on the Employment of Ex-Offenders is enclosed. Please contact Islington Schools HR on 0207 527 5787 if you would like further clarification about the post you are applying for. If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record to a HR Advisor, in confidence, prior to completing an application for an Enhanced Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Education HR on 0207 527 5787.

Before you send your application, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.

Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools HR Services) or on the internet at www.homeoffice.gov.uk or www.direct.gov.uk. This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.



Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure. London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington Schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post. In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. If, after reading the guidance, you have any questions please contact Islington Schools HR Services as detailed in the covering letter. All employees/advisors involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisors in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools HR Services will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools HR Services has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools HR Services on request.