

Rotherfield Primary School
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Executive Headteacher: Abi Misselbrook-Lovejoy
Head of School: Joanna Jones



SEND Teaching Assistant Role

Rotherfield Primary School

Closing date: 10th July 2022, job reference: RTH/1100



Rotherfield
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Welcome letter from Executive Headteacher

Dear Applicant,

I am delighted that you are interested in joining the team here at Rotherfield School.

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, 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.

In this role you will be working under the leadership of our SENCo, Ciara Holland. You will provide support for pupils who have Education, Health and Care Plans or who have specific needs which may need additional support from our classroom offer.

Ciara is happy to talk to any candidates or show you around- please reach out to her via the school office.

Yours sincerely

Abi Misselbrook-Lovejoy
Executive Headteacher



Information about Rotherfield Primary School

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.

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). 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!

We have the following staff working across both schools: Home School Worker, Music Specialist, Clubs Manager, Premises Manager, 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 are redeveloping our playground during summer 2021, and the quality of the learning environment will be excellent inside and out!

<http://futurezone.org.uk/>



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. Our Executive Headteacher or Head of School are always delighted to show candidates around and talk informally about posts available.

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.





Janet



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!



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Advert

Job title: SEND Teaching Assistant Role

Salary: Scale 4 points 8 – 11

Actual salary: Actual salary range £18,605- £19,977 per annum

Hours of work: 30 Hours per week (9.00am -3.30pm)

Contract: Permanent- Term Time Only

Early applications are strongly encouraged as due to the high volume of expected submissions, we are likely to review/interview candidates as they apply. We reserve the right to withdraw the vacancy if a successful appointment has been made.

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **RTH/1100**.

Closing date for applications: Midnight 10th July 2022

Rotherfield and Newington Green Primary Schools are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.



SEND Teaching Assistant Roles

The Headteacher and Governors at Rotherfield Primary School would like to appoint SEND Teaching Assistants to join the team ASAP.

We are looking for Teaching Assistants who are interested in working with children with designated Special educational needs in a mainstream setting, either 1 to 1 or in small group support contexts.

Core hours are 9.00-3.30, Term time. The role also includes lunchtime supervision.

The role of teaching assistant will have a major impact on the quality of Teaching and Learning. We are looking for someone who can:

1. Demonstrate successful experience in a primary setting.
2. Work as part of the staff team at the direction of the HLTA/Assistant Headteacher /Class Teachers to support teaching provision and pupils' learning.
3. Under the guidance of AHT/HLTA, to work with individuals and groups of pupils in class who need special educational support.
4. At the direction of Class Teachers/HLTA, to help to organise learning activities, prepare resources and implement strategies for learning which help pupils with specific needs meet their personal learning targets.
5. 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.

Salary/hours: 30 hours per week (9.00am -3.30pm), term time only. Scale 4 Points 8 – 11 with pension contributions on top (around 22%). Additional hours for before and after school provision/clubs can be enquired about.



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Closing date for applications: Midnight 10th July 2022. We reserve the right to appoint before the above dates should a suitable postholder be found. We therefore encourage early applications, so that we can organise selection activities. Applications will be checked on a regular basis.

Newington Green and Rotherfield Primary Schools are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Successful, candidates will be required to complete an enhanced DBS disclosure, and a childcare declaration.



Job Description

PURPOSE OF THE JOB

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.

Other responsibilities

Other

- Any other duties required by the Assistant Head Teacher which is within the scope of this post.
- At all times carry out duties with due regard to the school's Health and Safety policy.
- To work within and encourage the school's Equal Opportunity policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
- Attend induction training; training as appropriate and training relevant to the post, including behaviour management and Child Protection training and training in relevant learning strategies e.g. literacy.
- Attend school training sessions as and when required.

ADDITIONAL:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.



- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To carry out duties and responsibilities in accordance with the council's commitment to customer service excellence and ensure compliance with the customer care standards.
- To be committed to the Council's core values of public service, quality, equality and empowerment and to demonstrate this commitment in the way duties are carried out.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities in accordance with the Council's Health and Safety Policy and relevant Health and Safety legislation.
- At all times to carry out responsibilities/duties within the framework of the Council's Dignity for all Policy. (Equal Opportunities Policy).

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 particular 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.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with the school's Commitment to high quality service provision to the customer.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.



Person Specification

EDUCATION, EXPERIENCE & ABILITIES

- | |
|---|
| E1. Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test). |
| E2. Attend induction training (for level 1 a willingness to attend); NLS, NNS, ALS, ELS, FLS training as appropriate and training relevant to the post. |
| E3. Attend school training sessions. |
| E4. Experience of working with children (either paid or unpaid capacity) preferably in an education setting. |
| E5. Working towards NVQ level 2 or other recognised qualification. |
| E6. Hold NVQ level 2 or equivalent or other accredited qualification. |
| E7. NVQ Level 3 (or working towards) or equivalent accredited qualification. |
| E8. Working towards NVQ level 3 or equivalent accredited qualification. |
| E9. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty. |
| E10. Able to form and maintain appropriate professional relationships and boundaries with children and young people. |
| E11. Ability and willingness to work as part of a team. |
| E12. Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy. |



E13. Ability to communicate effectively with a range of people.
E14. Ability to organise the classroom activities e.g. preparing and setting out resources (under direction).
E15. Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L (under direction).
E16. Ability to deal with sensitive information in a confidential manner.
E17. Understanding of basic First Aid procedures.
E18. Knowledge of the requirements of the national literacy and numeracy strategies.
E19. Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies.
E20. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.
E21. A commitment to deliver services within the framework of the school's equal opportunities policy.
E22. Understanding of and commitment to work within the scope of school policies and procedures.
E23. Knowledge & understanding of the school's health and safety policy.
E24. An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.
E25. Willingness to attend and participate in meetings to review pupils' progress.
E26. An awareness of the learning and physical needs of the pupils.



E27. Ability to monitor and evaluate pupils' performance.
E28. Ability to update and maintain accurate pupil records using the school's systems in place.
E29. Ability to deliver NLS units to groups of pupils e.g. ALS, ELS, FLS.
E30. Ability to undertake and take a lead responsibility e.g. to act as co-ordinator for other teaching assistants, to co ordinate training programmes, organise reading recovery programmes etc.
E.31. To induct new TAs



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How to apply

Application Deadline

Completed application forms must be received by **Midnight 10th July 2022**.

Early applications are strongly encouraged as due to the high volume of expected submissions, we are likely to review/interview candidates as they apply. We reserve the right to withdraw the vacancy if a successful appointment has been made.

Please note that we only accept online application forms. CVs, hard copy or late applications will not be accepted.

To apply

Please apply online at www.islington.gov.uk/jobs. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **RTH/1100**.

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.

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

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.



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