

Teaching Assistant, Scale 3 Candidate Information Pack

A place of learning,
laughter and friendship

www.thomasbuxton.towerhamlets.sch.uk





A very warm welcome to Thomas Buxton Primary School!

welcome



Thank you for your interest in the post of
Teaching Assistant at Thomas Buxton.

These are extraordinary times and it is helpful to find out as much about a school as you can before making an application. I encourage you to make the most of our school website; it really does reflect the ethos and spirit of our wonderful school community.

Firstly, we have the best children in all of London! They are keen to learn, well behaved and they really enjoy coming to school. Our parents and carers value education and support the school brilliantly. We are a happy, successful and forward-thinking school community set in the heart of Whitechapel. Using the local area and amazing locations in central London is important to us in bringing the curriculum to life and making learning meaningful to children.

If you are successfully appointed, we offer you a commitment to your professional development as part of a dynamic team. Clear systems and structures ensure that there is transparency and good communication throughout the school.

Our school motto is “Learning Together” and it is expected that we all demonstrate this, whatever our role in school. Tower Hamlets is a supportive and inclusive Local Authority; and is a great place to work. Strong networks between schools (informally and formally through the E1 Schools Partnership) mean that there is a strong sense of identity and loyalty to the children and community we serve.

On our school website, you will find other key information about the school - the prospectus, school improvement plan and teaching and learning policy - which will give a broader picture of who we are and if we are the right place for you. We look forward to receiving your application.

Lorraine Flanagan
Headteacher

Contact details

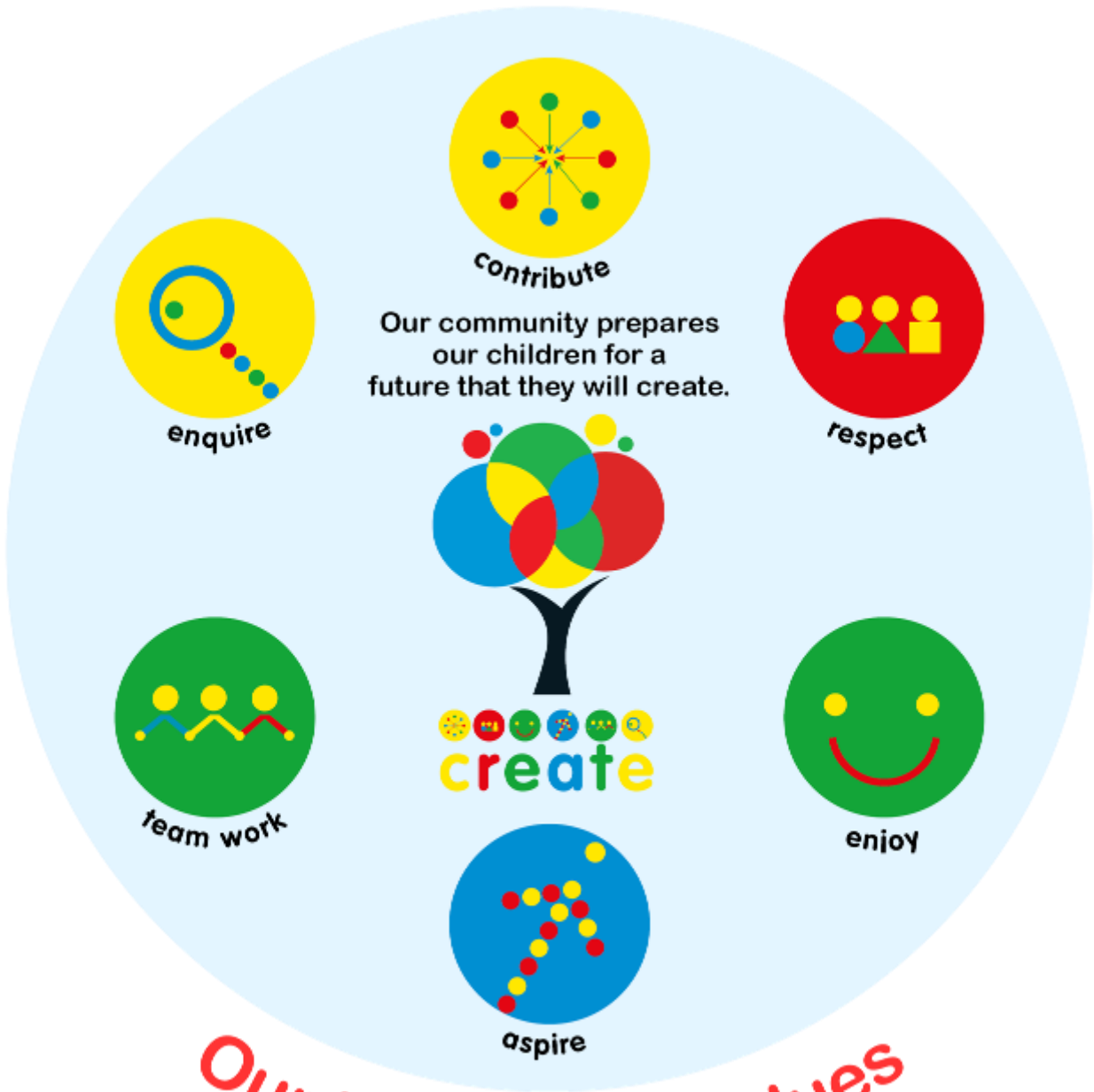
Thomas Buxton
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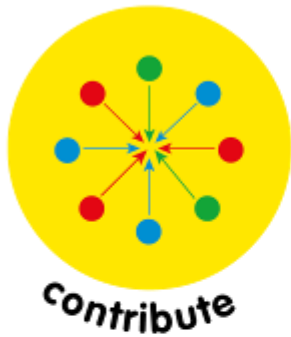
admin@thomasbuxton.
towerhamlets.sch.uk

www.thomasbuxton.
towerhamlets.sch.uk

our
vision and
values



our values explained



contribute



respect

Our School Values

CREATE

Contribute We can all make this an exciting place to learn, discover and create.

Respect Treat everyone in our school equally, in everything we say and do.

Enjoy Celebrate our love of learning and recognise effort and achievement.

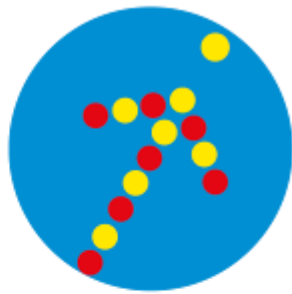
Aspire Aim high to ensure that everyone fulfils their potential.

Teamwork Our collective culture ensures children, families and staff work and learn together.

Enquire Ask questions, take risks, nurture curiosity and make discoveries.



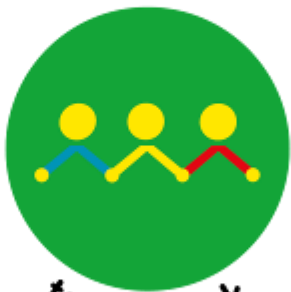
enjoy



aspire



enquire



team work

job description



Post title:	Teaching Assistant (Intermediate Level)
Grade:	APT & C Scale 3 NVQ Approx. Level Equivalence Level 2/3
Responsible to:	Headteacher/Deputy Headteacher/SENCO/ Inclusion Co-ordinator/Class Teacher/EMA Co-ordinator
Staff supervised:	N/A
Responsible for:	N/A

Job purpose

To provide support for pupils, the teacher and the school in order to raise standards of achievements for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

Major duties and responsibilities

- To work with individual children/students and groups, under the direction of the class teacher, introducing tasks, monitoring children's work and using a range of strategies to support their learning.
- To help pupils to access the full curriculum, at the same time promoting independent learning.
- To observe pupils' performance, and using the systems in place in the school/class, provide the teacher with feedback on pupil progress and help maintain individual and group records.
- To contribute to the planning and evaluation of learning activities for individuals and groups, liaising with and maintaining effective working relationships with colleagues.
- To help prepare and maintain a purposeful, orderly and supportive environment for learning.
- To provide care with regard to the physical welfare of pupils/students.

Job activities relevant to all Teaching Assistants

- To use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups, as directed by the class teacher/SENCO/EMA Co-ordinator.
- To support the organisation of the learning environment, including the production, maintenance and storage of resources.
- To meet regularly with the class teacher /SENCO/EMA Co-ordinator during contracted hours to discuss children's/students' progress and to plan and review support.
- To attend formal meetings during contracted hours to discuss children's/students' progress with parents and other professionals as part of the relevant staff group.
- To support the school's aims and ethos.
- To familiarise with, actively support and comply with all the school's policies and procedures e.g. Health and Safety, Equal Opportunities, Safeguarding, Behaviour.
- To undertake supervision of playground activities and after-school clubs as directed by the Headteacher.
- To undertake care tasks related to children's/students' physical welfare in accordance with LEA guidance and procedures.
- To accompany children/students and teachers on educational visits and trips during contracted hours.
- To undertake other similar duties commensurate with the grade, provided that such duties are within the competence of the post holder.
- To attend professional development meetings and any other designated training which supports the schools' vision and aims.



job description

Job activities relevant to Teaching Assistants at intermediate level

- To support the teaching of the National Literacy Strategy and the National Numeracy Strategy (in primary schools) and the KS3 Strategy in secondary schools, helping pupils with activities which develop their literacy and numeracy skills.
- To deliver structured intervention and catch-up programs to support the development of literacy and/or numeracy skills, e.g. Additional Literacy Support (ALS), Early Literacy Support (ELS) and Springboard mathematics in primary schools and other intervention programs in secondary schools.
- To provide targeted support to individuals and groups, including those pupils with English as an Additional Language or special educational needs.
- To contribute to the planning for teaching and learning.

Other duties and responsibilities

- To ensure all duties and responsibilities are discharged in accordance with the school's health and safety at work policy
- To undertake other reasonable duties commensurate with the grade of the post.

Professional characteristics

Demonstrate that you are an effective professional who challenges and supports all pupils and staff to do their best through:

- inspiring trust and confidence,
- building team commitment,
- engaging and motivating pupils and staff,
- analytical thinking.

Main duties relevant to Midday Meal Assistant role

- Supervision and control of pupils during the midday break, in the dining areas, about the school premises and in play areas.
- Assisting and directing pupils in the dining areas and elsewhere, dealing with the incidents of unruly behaviour and referring matters to the senior supervisor when necessary.
- Assisting as directed with the maintenance of orderly arrangements both for taking the school meal and the use of buildings and other areas.
- Assisting with arrangements for the administration of the school meals and supporting the Authority's policies regarding school meals provision (i.e. healthy eating and ethnic meals etc.)

Selection criteria for Midday Meals Assistant role: skills, experience and qualifications - if appropriate

- Ability to understand and apply instructions from the senior supervisor in respect of the supervision and control of pupils of the midday break.
- Ability to relate to pupils, to deal with them patiently, firmly and with good humour.
- Understanding of the importance of the school meal and the midday break being a social and educational occasion.
- Ability to relate to both support staff and teaching staff at the school at the school and to work co-operatively with other people as part of a team.
- Ability to judge when assistance is needed to meet pupils' needs and to react calmly and quickly in an emergency.
- Understanding of the Authority's policies in health and safety, equal opportunities and pupils' disciplinary provisions.





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Performance management

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these within the agreed time scale, as part of the school's performance management cycle.

Conditions of service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

Equal opportunity

The post holder will be expected to undertake all duties in the context of and in compliance with the school's and council's equal opportunities policies.

Safeguarding children

We are fastidious in our recruitment of new colleagues. Potential applicants must share our vision and commitment to providing the very best education to our students that we possibly can and promote our ethos. Applicants must be team players who are able to see how their contribution fits into the bigger picture. They must be dedicated, skilled, highly professional individuals who are passionate about their work and enjoy working with others that share these values.

- In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>.
- As an organisation which uses the Disclosure and Barring service, the Governing Board of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be

carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.

- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.



job
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Please view our Safeguarding Policy which is available on our school website: <https://.thomasbuxton.towerhamlets.sch.uk/policies/safeguarding>

Please view the following policies on our school website:

<https://www.thomasbuxton.towerhamlets.sch.uk/vacancies>

TBP LBTH Recruitment and Selection Guidance 2022

TBP Safer Care and Professional code of Conduct 2022

Job description agreement

The above job description was agreed on (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

..... Signed by Post holder



..... Signed by Headteacher





Person specification relevant to all Teaching Assistants

- The ability to work as part of a team.
- The ability to communicate effectively with individuals and groups of children, teachers, parents and other members of staff.
- The ability to establish and maintain effective working relationships with teachers and other members of staff.
- The ability to accept guidance and direction from teachers.
- The ability to distinguish between the roles and responsibilities of the teaching assistant and the class teacher.
- The ability to keep written records and support the development of pupils' literacy and numeracy skills with confidence.
- Awareness of how pupils learn and the various factors which affect their learning.
- Awareness of the need to show respect and value pupils as individuals.
- An understanding of and commitment to inclusive education.
- A willingness to undertake paid training in normal contractual hours to develop job-related skills.
- A sympathetic approach to parents and an understanding of the need for confidentiality.
- A commitment to the Authority's Equal Opportunities Policy.
- Be prepared to work throughout the school with any age group.
- The ability to adapt to differing environments within the school and to the needs of different children.
- An understanding of, and sympathy with, the aims of the school.
- Low sickness / absence record



Person specification relevant to Teaching Assistants at intermediate level

A willingness to undertake paid training in normal contractual hours to develop expertise and specialist skills in at least two areas:

- Support for bilingual/multilingual pupils
- Support for pupils with communication and interaction difficulties
- Support for pupils with cognition and learning difficulties
- Support for pupils with behavioural, emotional and social development needs
- Support for pupils with sensory and/or physical impairment
- Support for the use of information and communication technology in the classroom
- Support for pupils in developing their literacy skills
- Support for pupils in developing their numeracy skills

Personal responsibilities relevant to all Teaching Assistants

- Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
- Be aware of the particular learning and physical needs of the pupils you support.
- Actively participate in the school's performance management scheme, as specified in the school policy, meeting regularly with your line manager, in accordance with the scheme, ensuring that performance standards/targets are set and met within the agreed time scale.
- Undertake other relevant and appropriate training during contracted hours, as identified with your line manager at a Performance Management Review.
- Within your contracted hours attend staff meetings, as required.

Thomas Buxton Primary School

Thomas Buxton Primary School opened on 26th April 2011 following the amalgamation of Thomas Buxton Infant School and Thomas Buxton Junior School. The school is a larger than average, 2 form-entry, community maintained school with up to 480 pupils on roll. Children are aged from 3-11 years old. The school is in a single-storey building with spacious, well-resourced outdoor areas for play and learning.

We are situated in Whitechapel, within the London Borough of Tower Hamlets, an area of considerable socio-economic contrasts. It is a diverse and vibrant area with good access to all that the capital has to offer. We take full advantage of the facilities and experiences both locally and in central London to enrich the children's learning. We are close to green spaces Allen Gardens and Weavers Fields, and right next door to Spitalfields City Farm - which offers children the opportunity to experience rural and city life simultaneously. The school is also within walking distance of cultural centres, the Whitechapel Art Gallery, Bethnal Green Museum of Childhood and the Rich Mix Cinema and arts complex – and we are regular visitors to all.



The ongoing development in the immediate vicinity of the school is juxtaposed against; the wealth of the City, the traditional food services on Brick Lane and the new energy of the modern media industry spreading out from Shoreditch.



Pay:

£28,545- £28,977 (£23,150 pro rata) per annum depending on experience and qualifications. You will also receive an additional pay of £1,703 – pro rata for your MMS contract .

Hours:

33 hours per week.

2 days from 8:30-3:30

3 days from 8:30– 4:30

Notice period:

One Month

Place of work:

The postholder will be required to work across the three school phases - Early Years, Key Stage 1 and Key Stage 2.

Training and development:

Access to personal and professional development opportunities on agreement of the Headteacher.

Disclosure and Barring Check:

The successful candidate will be required to undergo an enhanced DBS Check.

Additional contract

An additional Midday Meals Assistant contract for 2.5 hours per week will be awarded to the successful candidate



All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

To apply please:

Complete your application form and personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date.

Provide two professional references, one of whom must be your current Headteacher/employer.

Thomas Buxton is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of appointment.

Please download documents from the school website and return completed applications to Shifa Begum by email recruitment@thomasbuxton.towerhamlets.sch.uk

Key dates

To start post in April 2024 or sooner

Closing date for applications: 9.00 am, Monday 18th March 2024

Interview date: Thursday 21st March 2024

Applications will be considered upon receipt with an early opportunity for interview

Further information

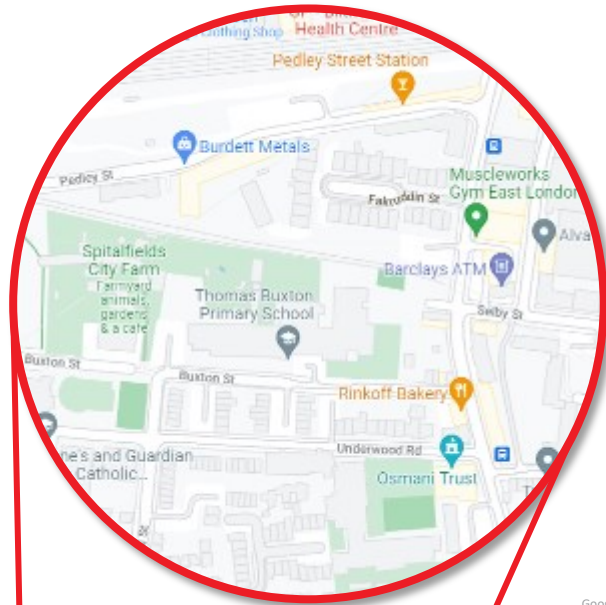
To arrange a confidential and informal discussion about this role and/or visit, please contact:

Shifa Begum on 02072473816 or shifab@thomasbuxton.towerhamlets.sch.uk

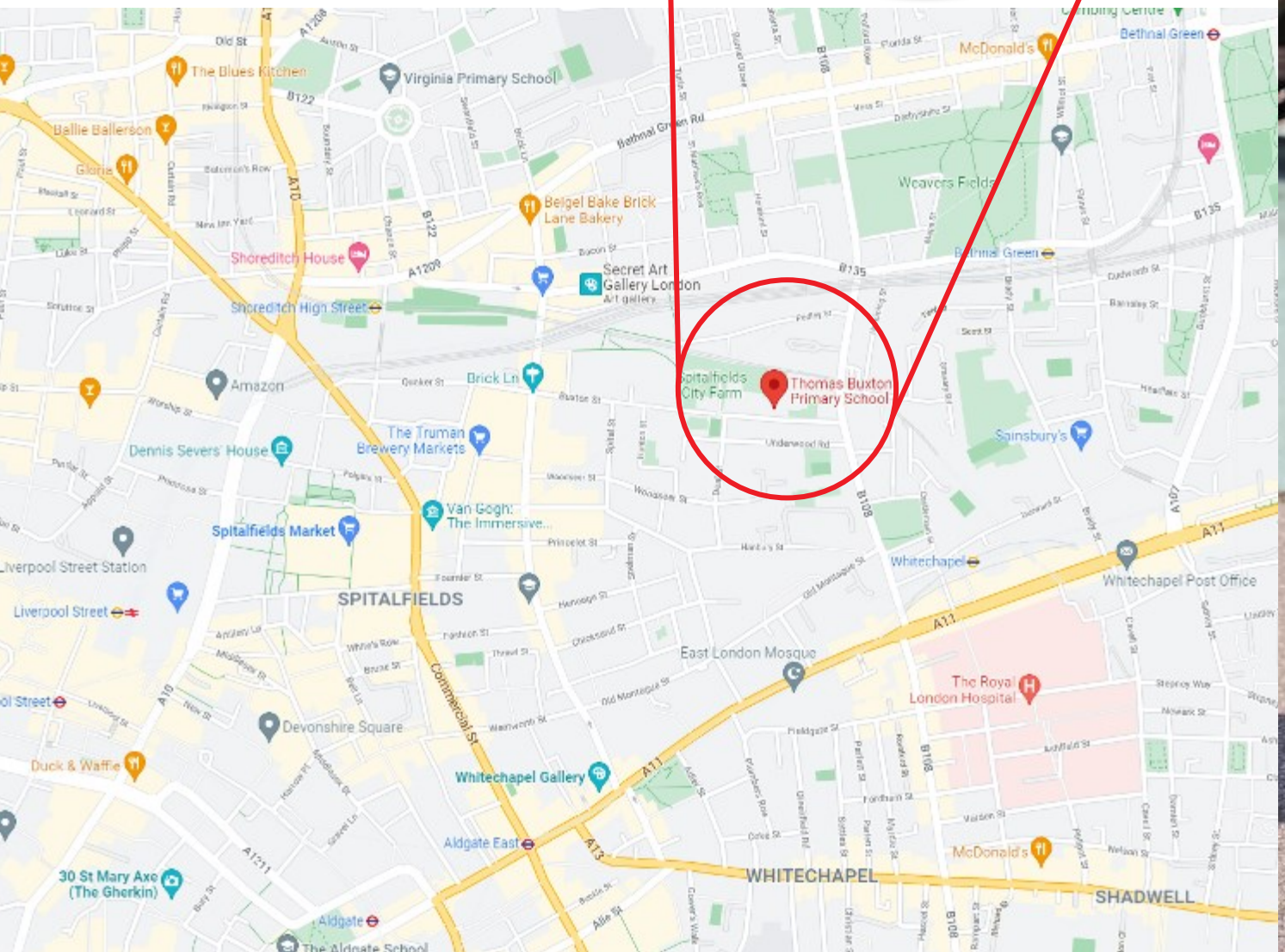
how to find us

Thomas Buxton Primary School is located in Whitechapel, London, beside Spitalfields City Farm, and is a short walk from Whitechapel High Street, Bethnal Green Road and Commercial Street.

You can find us on Google Maps or alternatively use Transport for London's Journey Planner to get here.



Google Maps 2022







**Thomas Buxton
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