



# Ravenstone PRIMARY SCHOOL

## Candidate Information Pack

Teaching Assistant - The HIVE (ASD Base)

September 2023



WANDLE  
LEARNING  
TRUST



Welcome and thank you for taking the time to explore and consider Ravenstone for your future. I hope that this application pack gives you everything you need to consider working with us.

Ravenstone is a fantastic school. Every child that steps through the gates is welcomed into an aspirational, creative community that focuses on allowing children to flourish as individuals and reach their potential academically.

We are delighted that you have taken the time to request a candidate pack and show an interest in the teaching assistant role in the HIVE (ASD Base) at our school. This is truly a special school and we are looking for someone special with great qualities and enthusiasm to work closely with our team on our journey ahead.

Please do get in touch if you require any more information. We warmly welcome you to come and visit Ravenstone, meet our children and staff and have a chat to see if this is the place for you! We look forward to you applying for the post.

*Francis O'Kane*

A handwritten signature in blue ink that reads 'F O'Kane' in a cursive style.

*Headteacher*



## About Ravenstone

Ravenstone is a primary school in Balham, that forms part of the Wandle Learning Trust. The school has served the local community for the last 100 years. We are conveniently placed for public transport links - Balham main line train and tube station is 3 minutes away with easy access to all of London, Kent, Surrey and Sussex. We also have parking available onsite. The open space of Tooting Bec Common and the vibrant Balham centre are a few minutes from the school.

### **School organisation**

There are approximately 400 children on roll including full-time and part-time nursery children. These are arranged in 14 classes and the nursery. We are a two form entry school. We are also very proud to have an autism resource base as part of our school where we nurture and cater for 18 children with autism. This is called our HIVE.

### **Autistic hub (The Hive)**

The Hive is a brand new unit for children on the autism spectrum at Ravenstone School. We opened in November 2017. As we grow we will educate 16 to 20 pupils, from reception to year 6. Children in The Hive have opportunities throughout the day to access mainstream education, with support from the specialised ASD trained staff.

### **ASD Classroom facilities**

- 2 classrooms set up according to TEACCH principles
- A sensory room
- A soft play room
- An outdoor learning garden
- Therapy/quiet room for more individualised learning
- High staff-pupil ratio

### **How the HIVE is run**

- A highly differentiated curriculum to ensure the needs of all pupils are met and that all pupils progress to their fullest potential.
- An individualised approach to encourage independence and life skills.
- Fun and exciting learning opportunities, which help to remove the emotional barriers and to ensure a positive, safe and respectful environment for every pupil.
- Specialised teaching approaches using ASD specific strategies such as TEACCH, SCERTS, Intensive Interaction, Makaton and PECS
- Inclusion opportunities in the mainstream school in relevant year groups.
- A commitment to working with parents through regular communication and workshops.
- A multidisciplinary approach to learning to ensure speech, language and communication needs are met, as well as motor skill development.

### **School focus**

We are committed to the continuous improvement of every aspect of school life for children at Ravenstone. We seek to deliver an outstanding educational experience of the highest quality for children of diverse backgrounds and abilities. Enthusiasm, enjoyment, creativity, imagination and high expectations of both pupils and staff are at the centre of a wide variety of learning activities.

Our school vision is 'Children reaching their potential in the heart of the community' and our core values are Happy, Kind, Creative, Honest, Determined and Respect. You will see the school values characters around the school and in all classes and they are spoken about each day, in class, in the playground and in assemblies. We promote our values in everything we do and we strive to allow our children to be confident individuals who understand themselves and will grow into well rounded adults who add to the world we live in.



As a school we focus on developing the adult as much as the child. We believe if every member of staff is the best they can possibly be while constantly looking at ways to improve then this will provide our children with an outstanding environment to learn within. We are extremely fortunate to be a part of the Wandle Learning Trust and all that it has to offer including the Teaching school and English and Maths Hubs and lots of professional development opportunities working alongside our colleagues in Chestnut Grove, Chesterton Primary and Paxton Academy.

Our ultimate aim is to become outstanding and continue to become a centre of excellence within the local community and beyond.



## Community

We are proud to serve and be supported by our community. We offer a vibrant and rewarding environment with a committed team of hardworking staff, supportive governors and enthusiastic parents. The children are happy and keen to learn. We pride ourselves on the friendliness, confidence and character of our children.

The partnership between school and home is very important to us. We value parental involvement and have a thriving parents' and carers' association, Friends of Ravenstone, which organises social events and raises funds for the school which are used to enhance the children's educational experience. Recently funds have been used to develop our music provision, a state of the art sensory room for Early Years, the redevelopment of parts of the playground, the purchase of IT equipment and contributions to school trips and school journey.

We welcome volunteers from both the parent body and the local community to help in the school with reading, gardening, chess and newspaper clubs.

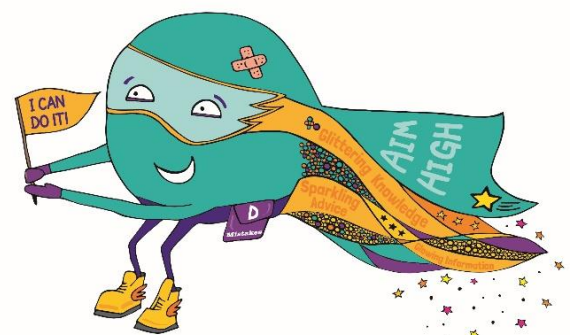


### **Curriculum enrichment/Ravenstone Entitlement**

The Ravenstone entitlement is an offer to every child in the school. This offer includes at least one external trip, one inspirational internal visit and a curriculum themed day every term. We believe that every child deserved to learn in an engaging and purposeful learning environment that inspires them to become curious and ambitious.

Ravenstone celebrates each child's participation and achievement in a wide range of activities including languages, food, art, sport, music and dance. We want all pupils to experience London's rich diversity and we organise school trips as well as visits to the school by outside speakers.

Sport is one of the cornerstones of the school's identity. We are fortunate to have a full time dedicated sports teacher and part time dance teacher and Ravenstone regularly excels in inter-school competitions. We have represented Wandsworth in athletics and swimming at the London Youth Games. Though competition is encouraged, children understand that sport is primarily undertaken for enjoyment and can be accessed by all, regardless of ability or experience.



**Dorothy Determined**



# About the Trust



As part of Wandle Learning Trust Ravenstone Primary School enjoys the support of our teacher and curriculum development arm, the Wandle Learning Partnership. Our Partnership consists of Department for Education designated Teaching School, English and Maths Hubs.

The Partnership is also home to Little Wandle Letters and Sounds Revised a DfE-validated SSP developed by our Trust schools in partnership with Little Sutton Primary School. As well as supporting schools both regionally and nationally our Partnership offers unique opportunities to all Trust staff to develop their subject and leadership skills. Each of the Heads within our schools has the opportunity to shape and deliver high profile school improvement work that benefits their own school as well as hundreds of others.



London South West Maths Hub is also part of Wandle Learning Trust, working in partnership with Wandsworth Local Authority. The Hub - run out of Chesterton Primary School - is one of 34 Maths Hubs awarded across the country by the Department for Education. This means that Ravenstone Primary School staff and pupils benefit from the support of consistently outstanding maths provision.



The London South West Maths Hub aims to support schools in five boroughs (Wandsworth, Merton, Sutton, Kingston, Richmond) through a range of national and local projects each year. The core purpose of the Hub is to engineer a school-based support network to develop Mastery style teaching at all levels of education.

## EnglishHubs

Wandle at Chesterton Primary

Ravenstone Primary School staff and pupils also have the support of Wandle English Hub - a status awarded to Chesterton Primary School on account of outstanding English teaching and learning. The Hub works with 16 boroughs across London supporting schools to achieve excellence in early literacy teaching.



Partnering with UCL, our Teaching School Hub delivers the Early Career Framework and new NPQs, as well as a suite of targeted CPD.



Our DfE-validated SSP Little Wandle Letters and Sounds Revised has been developed by Wandle Learning Trust schools in partnership with Little Sutton Primary School and is currently used by more than 4,500 schools across the country to teach early reading.

# RAVENSTONE PRIMARY SCHOOL

## Teaching Assistant -

## Hive (ASD Base)

Contact us:

Telephone:  
0208 673 0594

Email:  
ppatel@ravenstoneprimary.org.uk

### JOB DESCRIPTION

Position: Teaching assistant based in the autistic hub  
Grade: Scale 1C - Approx - £19,353.21. This is pro rata to the full-time rate of £24,954.00 per annum.  
Responsible to: Head of Autistic Hub

**JOB PURPOSE:** To support ASD pupils to ensure they access the curriculum in a safe, caring and learning environment

#### **PURPOSE OF THE JOB:**

- To provide support for pupils in the ASD Base in order to access main school lessons under the direction of the class teacher.
- To monitor, assess and track ASD Base pupil progress within the agreed frameworks.
- To collaborate with class teachers to plan and design materials to support the learning of ASD pupils in main school lessons.
- Use specialist skills to meet the needs of pupils in the ASD Base and in mainstream classrooms.
- Work with ASD Base pupils when integrated into main school settings.

#### **SPECIFIC ACCOUNTABILITIES:**

- Discuss with and report back to the teacher on the planning and assessment of a specified pupil's learning.
- Contribute to feedback and reports as required on pupil achievement and progress.
- Support the delivery of learning activities for individuals and groups, including the use of ICT.
- Contribute to the management of appropriate learning environments and resources including displays.
- Work within a framework to monitor and evaluate student progress.
- Work with colleagues to plan and modify materials/resources to support pupils with ASD
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting concerns to the appropriate person.
- Prepare and maintain safe learning environments
- Work as a team ensuring the effective organisation of lunchtime
- Contribute to the overall ethos /aims of the ASD Base and the main school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.
- Familiarise and adhere to the school's policies

# PERSON SPECIFICATION

## Teaching Assistant - The Hive (ASD Base)

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE English and Maths grade or</li> <li>• Excellent numeracy and literacy skills</li> <li>• Have undertaken training relevant to ASD</li> </ul> <p><u>Candidates will need to have an enhanced DBS clearance.</u></p>	<p>Qualification related to working with children or young people</p> <p>Higher Education Current First Aid certificate</p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Work as a member of a team</li> <li>• Lead sessions for small groups of children with ASD (e.g. social skills activities)</li> <li>• Liaise and communicate effectively with others</li> <li>• Supervise children and adhere to defined standards</li> <li>• Contribute to writing accurate reports of pupil progress as appropriate.</li> <li>• Contribute to assessment, observation, recording, planning and the IEP.</li> <li>• Accept and respond to authority and supervision</li> <li>• Demonstrate good organisational skills</li> <li>• Has responsibility for promoting and safeguarding the welfare of children within the school</li> <li>• Ability to motivate children with challenging behaviour</li> <li>• Use ICT to support learning.</li> </ul>	<p>To be able to plan and deliver a modified and differentiated curriculum for individuals.</p>



Category	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with young children with ASD</li> <li>• Delivering a modified and differentiated curriculum for individuals.</li> <li>• Good understanding of key SEN issues e.g. Code of Practice</li> <li>• To be responsible for promoting and safeguarding the welfare of children within the school</li> </ul>	
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Good understanding of the social and communication needs of children with ASD and the triad of impairments</li> <li>• Knowledge and basic understanding of the National Curriculum</li> <li>• Ability to observe, monitor and provide construction feedback on pupil progress work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good communication skills and interpersonal skills</li> <li>• Ability to work well within a team</li> <li>• Good organisation skills</li> <li>• Supports school policies and ethos</li> <li>• Willing to continue own professional development.</li> <li>• Good understanding of issues relating to disability and Inclusion.</li> </ul>	

Please complete the Wandle Learning Trust application form attached. Please note, we cannot accept CVs.

School visits are warmly welcomed and actively encouraged. Please call the school office on 0208 6730594 to arrange a time to come visit us and meet the children, staff and talk to the headteacher and Head of the Hive.

To apply please complete the application and email it to our HR manager:  
Piyush Patel - ppatel@ravenstoneprimary.org.uk

**Closing date:** Tuesday 16<sup>th</sup> May 2023 12:00pm

**Shortlisting:** Wednesday 17<sup>th</sup> May 2023

**Interviews:** Tuesday 23<sup>rd</sup> May 2023

**Start Date:** September 2023

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. CVs are not accepted.*

