



Eden Primary, 79 Creighton Avenue, London N10 1NR, Tel 0208 883 9527

Head Teacher: Jo Sassienie [jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk) [www.edenprimary.org.uk](http://www.edenprimary.org.uk)

## RECRUITMENT PACK

### TEACHING ASSISTANT

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## Welcome Letter from the Head Teacher including how to apply

**October 2021**

Dear Candidates,

Thank you for your interest in applying for a position at Eden Primary. I hope that you will enjoy this introduction to the school and that you will decide to apply and join our team.

Eden Primary opened in September 2011 and we now have a flourishing and dynamic primary school with children from Reception -Year 6. In September 2012 we moved into a beautiful, brand new building which was designed to create a learning environment conducive to achieving the values and vision that we are committed to at Eden. Our first cohort of children moved to secondary school in September 2018.

**We now have a Teaching Assistant position available. This can be full or part time.**

**The Teaching Assistant will supporting children in classes across KS1 and KS2 and may involve supporting some children with SEND.**

We are an ambitious school with a commitment to inclusion and supporting children with special needs. We are keen to find staff with a passion for working with children to complement and build our team. You will be caring individuals with considerable drive and an enthusiasm for our inclusive ethos. You will be a strong practitioner preferably with relevant experience and will have high expectations of children's abilities and behaviour.

Eden Primary provides an education in which children learn about their own religion, backgrounds and cultural heritage, and also understand, explore, value and respect the full range of religions and cultures in our modern, integrated society.

We are keen to find people with high expectations of themselves and of the children they support. Think about your skills, expertise and ambitions and apply for this position if you think it is a good match for you. We hope to find talented support staff to enrich our school. If our vision resonates with you, I strongly encourage you to find out more about the school and put in an application.

I hope that you find the enclosed information helpful. I would be very happy to speak with you to tell you more about the school and answer any questions you may have. Please do contact me on 0208 883 9527 for an informal conversation.

I look forward to meeting you.

With very best wishes,

Jo Sassienie, Head Teacher

## Vision and Values

Eden Primary is a Jewish school where everybody is welcome. It is a one-form-entry school with a cross-communal Jewish ethos that welcomes children from across the spectrum of Jewish belief and beyond on an equal basis.

**INCLUSION:** Eden primary enables every child to develop their true potential by recognising and meeting their individual needs in an inclusive school, creating a caring and creative environment, fostering a love of learning and helping each child to play an active and responsible role in their community.

**DIVERSITY AND COMMUNITY:** Children and families of different backgrounds and beliefs learn from diversity and difference and value one another in a warm, vibrant and compelling community.

**OUTDOORS EDUCATION:** Eden Primary fosters a love of nature, the environment and outdoor activity so that the children develop self-confidence and learn how to enjoy, protect and take responsibility for the world around them.

**CURRICULUM INNOVATION:** Values academic excellence achieved through an innovative curriculum incorporating both Jewish and general studies with high expectations of achievement for all children.

**JEWISH EDUCATION:** Eden Primary uses Jewish teaching as a source of inspiration and knowledge, while promoting respect, understanding and positive relations across the Jewish and wider community.

## Our Commitment to Staff

### **We can offer:**

- A vibrant, warm and engaged community of children, parents, staff and governors.
- The challenge, excitement and rewards of creating, developing and improving a new school with an innovative vision, new approaches to school life and learning and inspiring values.
- The opportunity to work in a creative and thoughtful environment with a strong and committed team.
- The opportunity to work in a beautiful school building.
- Exciting professional development opportunities with an experienced leadership team.
- A committed and supportive governing body.

## TEACHING ASSISTANT

### Job Description

**Salary: Scale 3 Point 6**

**Hours: 27 Hours (requests for 27+ hours to be discussed). Term Time only.**

**Start Date: ASAP**

**Job Purpose:** To work under the direct instruction of teaching/senior staff, in the classroom, playground and dining room with teachers, to support access to learning and school life for all pupils and provide general support to the teacher in the management of pupils and the classroom.

#### **Support for the Pupils**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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.
- Encourage pupils to act independently as appropriate.

#### **Support for the Teacher**

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

#### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support pupils to understand instructions.
- Support pupils in respect to the Curriculum of the school.

- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher 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 difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be aware of and support the Jewish environment of the school.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

## CLASS TEACHING ASSISTANT

### Person Specification

Selection decisions will be based on the candidate specification outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application form and supporting statement, you should ensure that you address the person specification and provide evidence of how you meet the criteria through reference to work or other relevant experience.

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Good numeracy and literacy skills</li><li>• Desire to undertake additional training/staff development and to participate in staff meetings.</li></ul>	<ul style="list-style-type: none"><li>• Current First Aid certificate.</li><li>• Food hygiene certificate.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Working with or caring for children of relevant age.</li></ul>	<ul style="list-style-type: none"><li>• Experience as a Teaching Assistant in a school.</li></ul>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Ability to work with young children in a classroom setting.</li><li>• Ability to use basic technology: computer, photo-copier, camera, video.</li><li>• Ability to relate well to children and adults.</li><li>• Ability to reflect on own practice</li></ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Appropriate knowledge of first aid.</li><li>• Knowledge of curricular requirements of a primary school, in particular literacy and numeracy.</li></ul>	<ul style="list-style-type: none"><li>• Jewish knowledge.</li><li>• Knowledge of national curriculum in EYFS, KS1 &amp; KS2</li><li>• Knowledge of safeguarding issues.</li></ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• Commitment to equal opportunities and to valuing a community of learners from diverse backgrounds</li><li>• A commitment to achieving high standards in your work</li><li>• Ability to form good relationships with staff, pupil, parents and carers</li><li>• Ability to work well in a team</li><li>• An openness to feedback, supervision and new ideas and an ability to reflect on your own professional practice</li></ul>	

	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality</li> <li>• Commitment to the protection and safeguarding of pupils</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to take the initiative and also to take direction</li> </ul>
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## HOW TO APPLY

***Applications are due by noon on Friday 22<sup>nd</sup> October 2021 but will be considered as soon as they arrive.***

**Who should the completed application forms be returned to?**

Please post a completed hard copy of the application form and your supporting statement or letter to: Deniz Ozturk, School Business Manager, Eden Primary, 79 Creighton Avenue, London, N10 1NR.

### **OR**

Email your completed application form and your supporting statement or letter to Deniz Ozturk, School Business Manager, [deniz@edenprimary.org.uk](mailto:deniz@edenprimary.org.uk).

***Shortlisted candidates will be notified by email, and references will be taken up before interview.***

**What will the application process involve?**

We are keen to make the recruitment process as comprehensive and also as relaxed as possible to bring out the best in our candidates. **An interview and task for shortlisted candidates will take place at the school.**

### **Shortlisted Candidates**

Candidates will participate in a 30 to 40 minute panel interview and may be asked to spend some time with a child or group of children.

There will also be a short written task.

The successful candidates will take up their posts as soon as possible.

***For more information about the school please go to our website at [www.edenprimary.org.uk](http://www.edenprimary.org.uk) especially our school prospectus inserts.***

I hope that you find the enclosed information helpful. I would be very happy to speak with you to tell you more about the school and answer any questions you may have. Please do contact me on 0208 883 9527 for an informal conversation. I look forward to meeting you.



## **ADVERT**

Eden Primary is a primary school that welcomes children from all backgrounds, integrating the best of general and Jewish education. The school is inspired by the diversity and strength of its community, an inclusive approach to learning, outdoor education, excellence in education and varied, innovative approaches to teaching and learning.

## **TEACHING ASSISTANT**

**Salary: Scale 3 Point 6**

**Hours: 27 Hours (requests for 27+ hours to be discussed). Term Time only.**

**Start Date: ASAP**

Our innovative new Jewish primary school welcomes and supports children of all faiths and backgrounds, in an open, respectful and creative learning environment.

We are looking for enthusiastic, creative and caring practitioners who will work across EYFS, KS1 & KS2.

Application Packs for the above positions can be found on our website under 'Jobs' at [www.edenprimary.org.uk](http://www.edenprimary.org.uk).

If you would like to know more about the school please contact Jo Sassienie, Head Teacher.

Closing Date for Applications: **Noon on Friday 22<sup>nd</sup> October 2021**

Interviews: **As convenient**

Eden Primary is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require a satisfactory DBS & DBA check. We are committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.