Ravenor Primary School

Teaching Assistant Application Pack

Resilient – **R**espectful – **R**esponsible – **R**esourceful – **R**eflective

Welcome to Ravenor Primary School

Dear Applicant,

Teaching Assistant Vacancy (Fixed Term Contract) – to start January 2027

Thank you for your interest in applying the above post. Applications are welcome from suitably experienced/qualified people to join this friendly, three-form entry school. Previous applicants need not apply.

At Ravenor, we are committed to treating every child as an individual, with care and respect, enabling them to feel unique and valued, so that they develop as citizens who are responsible, respectful, resilient and resourceful. We provide an exciting, inclusive environment which promotes excellence in our learning and our teaching.

We opened a superb new building in 2013 that has fully complemented our main school facilities which opened in 2004. The school offers a high quality, modern and stimulating environment for children to enjoy learning and to maximise their potential.

We had a successful Ofsted inspection in **March 2023** and continue to be a good school with very high outcomes. Please find a copy of the report on our website.

We invite you to look at our school website, where you can learn a little more about learning and life at Ravenor. Our most recent Ofsted report **(2023)** can also be viewed via our website.

I look forward to receiving your completed application form on or by **12pm on Friday 06th November 2026**. Interviews will be held on **9th October 2026.**

Mrs. Leonie Lobo

Headteacher

What makes our school a special place to work and thrive:

An expertly planned curriculum with high quality resources and materials for teachers	Excellent CPD opportunities for all staff at all levels of their careers	An extensive support team of highly skilled experienced professionals, including a nationally recognised therapeutic support service championed by the Princess of Wales
Supportive employee assistance programme for all	A diverse, multicultural, and stable staff team	PPA for all teaching staff exceeds the national expectations
Inner London Salary and Local Government Pension Scheme	Staff wellbeing and workload balance is fundamental to our approach	Well resourced facilities including free parking on site, free use of electric vehicle chargers and cycle to work scheme
	Resilient **R**espectful **R**esponsible **R**esourceful **R**eflective	

Job Description

Job title:	Teaching Assistant (Level 2 - Scale 5)
School:	Ravenor Primary School
Line manager:	Class Teacher, Higher Level Teaching Assistant, Special Educational Needs and Disabilities Co-ordinator
Supervisory responsibility:	None, apart from assisting in work familiarisation of new members of staff.
Hours:	35 hours a week. Term-time only plus five staff development days pro rata.
Salary:	Grade 5 SCP 12 – 15 (£31,233 - £32,733 p.a.) inclusive pro-rata. **35 hours a week. Fixed Term Contract**. Term time only, plus five training days pro-rata.

Main purposes of the job

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom, and to deliver specified interventions when required.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To assist the teacher in creating and maintaining a purposeful, orderly and supportive learning environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Support for pupils:

1. Under the specific supervision of the class teacher, to work with particular individuals and groups of pupils to deliver learning programmes.
2. To encourage pupils to interact with others and engage in activities led by the teacher.
3. To assist with the general pastoral care of the pupils, including helping pupils who are unwell distressed or unsettled.
4. To assist the pupils with personal needs as appropriate.

Support for the teacher:

5. To prepare and maintain basic classroom resources and equipment as directed by the class teacher and assist the pupils in their use.
6. To prepare the classroom as directed for lessons, ensuring that resources are available and cleared away at the end of the lesson as appropriate.

7. To provide regular feedback to teachers on pupils' achievement and progress.

8. To provide feedback on pupils in relation to progress and achievement under guidance of the teacher. This may include feedback on pupil progress in meeting Individual Education Plan targets.

9. To administer and mark routine tests under the guidance of the class teacher and in line with the school's marking policy. To be aware of the planning of work and activities.

10. To provide general clerical support to the teacher, e.g. photocopying, laminating, filing, etc. as required.

Support to the school:

11. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, SEND/Inclusion and data protection reporting all concerns to the appropriate named person.

12. To assist with the supervision of pupils out of lesson time but during the school day, within contracted hours as necessary for their safety.

13. To accompany teaching staff and pupils on visits, trips and out of school activities within contracted hours as required.

14. To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or unsettled.

15. To attend relevant meetings and participate in training opportunities and professional development as required.

16. To adhere to school health and safety policy including risk assessment and safety systems.

17. To adhere to school policy on equality and diversity.

Support for the curriculum

18. To assist with the development of basic Literacy, Numeracy and ICT skills and to support their use in learning activities.

19. To undertake broadly similar duties commensurate with the level of the post as required by the head teacher.

Person Specification

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Experience

a) **Relevant experience of working within a primary school setting, within the last 3 years (essential).**

b) **Experience of delivering interventions and supporting pupils with SEND.**

Knowledge, Skills and Abilities

c) **NVQ Level 3 or higher in Child Care/Education (essential)**

d) Ability to work positively as part of a team.

e) Ability to relate well to children and adults.

f) A good standard of spoken and written English.

g) Good numeracy and literacy skills - to be tested at interview.

h) Ability to observe, monitor and provide constructive feedback on pupils' progress - to be tested at interview.

i) Able to use basic ICT including computer, audio, video equipment and photocopier.

j) Good keyboard skills and knowledge of relevant ICT packages.

k) **An understanding of how to extend children's learning through the use of open-ended questions, with examples of how this has been implemented (essential)**

l) Knowledge of relevant policies and codes of practice and awareness of relevant legislation.

m) Willingness to undergo training and development.

n) To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Respectful Reflective Responsible Resilient Resourceful

Guidance Notes

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

Before you start

Read carefully all the information about the post, especially the person specification, which lists the skills, knowledge, experience and qualifications needed. Make sure you read it before filling in the Application Form.

Your application form and especially the supporting statement are the only pieces of information we have about you. Unless you clearly demonstrate in your application how you meet the requirements of the post you may not be shortlisted.

Filling in the application form

The Application Form is a separate document from this Application Pack and can be downloaded from the School Website www.ravenor.ealing.sch.uk

Read the application form carefully before you start. We are an equal opportunities employer and select candidates for interview on the basis of how well they complete the application form and address the points on the **person specification.**

Personal details

It is important that you fill in this section accurately and in full. If you are currently at college/university please ensure you give details of where you can be contacted both during and after completion of your course. The more information you give the better. Please do not leave any section blank. If it is not applicable please indicate with N/A.

Present /most recent post and employment history

Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. It is important that you provide an explanation for any gaps in employment. Any voluntary work undertaken may also be included.

Education and Training

Give a list of all the qualifications you possess and relevant training courses you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note that you will be asked to provide originals or certified copies of relevant certificates.

Rehabilitation of Offenders Act

The school has a duty to protect children and young people in its care. Please ensure you complete this section fully. Successful applicants will be required to apply for an enhanced disclosure from the Disclosure and Barring Service (DBS).

References

References will be taken up before interview. Any issues raised in the references may be discussed at interview. Please do not submit open testimonials with this application form.

Social Media Checks

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

The recruitment panel may take this information into consideration during the recruitment process.

Pension

If you secure a job with an Ealing school/organisation then the information provided here will mean that we can issue your contract of employment more quickly. Please do not leave any section blank. If it is not applicable please indicate with N/A.

If you have a disability

Ealing schools are committed to employing people with disabilities. If you have a disability you want us to know about please give details of adjustments you require for the selection process or to do the job itself.

Supporting statement

a) This is the most important part of your application, as it is where you show how you have the skills and knowledge for the post.

Make sure you read both the Job Description and the Person Specification to ensure that what you write is relevant. You will need to explain/give examples of how your skills, knowledge and experience make you suitable for the job. It would be helpful if you could number your responses to match those on the Person Specification.

Your supporting statement should address all of the requirements listed in the Person Specification.

b) This is a more general statement about you and your personal attributes.

Monitoring information

Please remember to complete the monitoring information. This is important information that the Council needs in order that we can determine whether our equal opportunities policy is working with regard to employment. Also please sign and date the form. If you are completing the application form on line you will be asked to sign the form at interview.

Some points to bear mind

- Your application should be written in a concise, well-organised and positive way.
- Use active words such as 'I planned', 'I organised'.
- Do a rough draft first aiming to make impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two local authorities will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident? Have you shown that you are/will make a professional, capable teacher who enjoys working in a lively and diverse borough? Convey your suitability for the job but also aim to reveal a sense of your personality.
- When you are satisfied with your application, check again that all parts are complete and take a photocopy before sending it off so you can remember what you have written, if you are called to interview.
- Remember the closing date for applications and allow enough time if you are posting the form.

Sending your application

Please make sure you keep a record of your completed application form. Not only is this useful if you are called for interview but it will also assist you if you later need to enquire about your application.

Please complete your application form and then send it to **SBM@ravenor.ealing.sch.uk**

Thank you for considering a Teaching Assistant post at Ravenor Primary School.

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