



Rotherfield
Primary School

Teaching Assistants

Newington Green and Rotherfield Primary Schools

Closing date: Midnight 19th July 2022

Job reference: NG/RTH/1125

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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 or Newington Green.

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 schools working towards being outstanding at our next inspection. You will find a friendly and committed staff in each school, 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.

I would love you to visit us and get a sense of what our schools are all about. Please call one of the offices and make an appointment. I am also happy to discuss applications over the telephone.

Yours sincerely

Abi Misselbrook-Lovejoy

Executive Headteacher



Information about Newington Green and Rotherfield Primary Schools

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!

Newington Green Primary School www.newingtongreen.co.uk

Newington Green is a vibrant, two form entry school, with Nursery and two year old provision, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 40% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

We were rated good at our last inspection (March 2017) and are working hard to continuously improve.

The school had a multimillion pound refurbishment to the main, and 2 subsidiary buildings. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, art studio, Spanish Studio, Music Studio, Parent hub, conference suite and group rooms for each year group. All of our playgrounds have also been redeveloped and the quality of the spaces is fantastic for learning and playing.

We have a large kitchen onsite, with an additional room that has cooking facilities for staff and children. We have growing beds for vegetables and want to further develop our food provision.



On our website you will find many of our school policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

In 2016 we began a partnership with Rotherfield Primary School. In this partnership we share staff and resources with the aim of securing the best provision for our pupils. We have the following shared staff across both schools: Home School Worker, Premises Manager, Clubs Manager, Art Specialist, Spanish Specialist, Business Manager, Executive Head, Head Chef and a Computing Specialist.

We run wrap around care from 7.30am to 7.00pm, and have a range of enrichment clubs for pupils to attend.

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!

The very best way to find out if Newington Green 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 will always be delighted to show candidates around and talk informally about posts available.

Advert

Teaching Assistant Roles

The Headteacher and Governors at Newington Green and Rotherfield Primary Schools would like to appoint Teaching Assistants from September 2022.

We are looking for Teaching Assistants who are interested in working in a class based role or one to one with children who have special educational needs- preferences for age group can be discussed at interview.

(Included on our websites is information on our aspiring teacher programme for those Teaching Assistants who are interested in this programme)

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, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
4. At the direction of Class Teachers/HLTA, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
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.

6. Observe pupils' performance, and using the systems in place in the school/class provide the teacher with feedback on pupil progress in relation to provision.

Salary/hours:

Salary: Scale 4 points 8 – 11 Actual salary: Actual salary range £18,606- £19,978 per annum Hours of work: 30 Hours per week (9.00am -3.30pm) Contract: Permanent- Term Time Only

With pension contributions on top(around 22%). Additional hours for before and after school provision/clubs can be enquired about.

Closing date for applications: Midnight 19th 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.

If you need assistance, please email HR Team at schoolsrecruitment@islington.gov.uk quoting job reference NG/RTH/1125. For an informal discussion about the role, please contact the school directly. Please note CVs are not accepted in line with Safer Recruitment practices.

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

POST TITLE: TEACHING ASSISTANT LEVEL 2

GRADE: Scale 4

ACTUAL SALARY: £18,606- £19,978

Performance Managed by: HLTA

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.

Main Duties

1. Work as part of the staff team at the direction of the HLTA/Assistant Headteacher /Class Teachers to support teaching provision and pupils' learning.
2. Under the guidance of Class Teachers/HLTA, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
3. At the direction of Class Teachers/HLTA, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.

4. Support and deliver the programmes for teaching literacy and numeracy (e.g. the National Literacy and Numeracy Strategies) by delivering of ALS, ELS, FLS etc., and assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
5. Observe pupils' performance, and using the systems in place in the school/class provide the teacher with feedback on pupil progress in relation to provision.
6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy.
7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
8. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
9. Under the direction of Class Teachers/HLTA, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
10. In collaboration with Class Teachers/HLTA, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils.

11. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
12. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee.

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the School Development Plan, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. 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.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.

PERSON SPECIFICATION GRID

FOR TEACHING ASSISTANTS

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
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.			✓

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
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.	✓	✓	✓

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
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.		✓	✓



EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
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.			✓

How to apply

Application Deadline

Completed application forms must be received by **Midnight on 19th July 2022**. We reserve the right to interview and appoint before the closing date if a suitable candidate is found before 19th July 2022. Please apply ASAP.

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 **NG/RTH/1125**.

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 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.

Newington Green Primary School

Matthias Road, London, N16 8NP

Tel: 020 7254 3092

Email: admin@newingtongreen.co.uk

www.newingtongreen.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Mairead McDonnell

Rotherfield Primary School

Rotherfield Street, London, N1 3EE

Tel: 020 7226 6620

Email: admin@rotherfield.islington.sch.uk

www.rotherfieldprimaryschool.co.uk

Executive Headteacher: Abi Misselbrook-Lovejoy

Head of School: Joanna Jones