



Park Walk Primary School



Teaching Assistant

Closing date: Monday 5th June 2023 – By Midday

Shortlisting: Monday 5th June 2023 - Midday onwards

Interview date: from Wednesday 7th June to Friday 9th June 2023

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Park Walk Primary School
Park Walk, Chelsea, London, SW10 0AY
Tel: 020 7352 8700 E-mail: info@parkwalk.rbkc.sch.uk

Miss Emily Caldwell
Headteacher

Dear Applicant

I would like to thank you for your interest in the post of Teaching Assistant at Park Walk Primary School. We are seeking to appoint the successful candidate to take up the post for September 2023.

Park Walk is situated off the King's Road in Chelsea in the heart of a diverse and dynamic community. As a result, the children who attend the school come from a range of ethnic and social backgrounds. Our school community consists of enthusiastic children who enjoy coming to school, staff who are committed to the individual outcomes of every child, parents who are interested in their children's education and a very supportive and skilled Board of Governors.

We are looking for a Teaching Assistant who will be creative, enthusiastic and self-motivated to develop and nurture every child in their care.

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You can learn more about us at the school's website – www.parkwalk.rbkc.sch.uk.

Once you have read through this application pack, if you would like to visit us, please contact Kim Ray, our School Business Operations Manager, on 020 7352 8700 to make an appointment.

Thank you for your interest in the post, and I wish you every success with your application. If you have any further questions, please do not hesitate to contact the school.

Yours faithfully

Emily Caldwell

Headteacher

Job Advert
Teaching Assistant – Park Walk Primary School
Required to start September 2023.

Job Title: Teaching Assistant

School: Park Walk Primary School Kensington and Chelsea

Salary: Range A1 Scale 1 - 2

Contract: Full Time – 36 hours per week (term time only)

Park Walk is a happy and successful one-form entry community primary school. We are located just off the King's Road in Chelsea, in an attractive and spacious Victorian building. Park Walk is currently recognised as a "Good" school by Ofsted and is on an exciting journey towards achieving our outstanding potential.

We are looking to appoint a teaching assistant to join our hardworking and skilled team. You will need to be a proactive individual, who wants to support and assist in promoting the learning and personal development for this pupil and have a willingness to assist whole class teaching and learning.

The successful applicant must be:

- an excellent communicator with high standards of English and Maths
- prepared to plan and work independently
- able to use your own initiative
- positive, punctual, reliable and flexible
- someone who enjoys helping children reach their full potential

What we can offer you:

- a high level of support and commitment from our friendly and hardworking leadership team
- a staff that is committed to the children and their development
- children who are eager to learn in our creative and challenging atmosphere
- a vibrant, inclusive and culturally diverse school community
- a commitment to professional development
- a highly supportive Board of Governors

We are committed to safeguarding and promoting the welfare of children and are an equal opportunities employer. Any offer of employment will be subject to an Enhanced Disclosure and Barring Service check, satisfactory references and medical check.

Visits to the school are warmly welcomed. Please telephone the school office on 0207 352 8700 and ask for Kim Ray, to make an appointment.

You can download the application pack on the schools website www.parkwalk.rbkc.sch.uk or www.rbkc.gov.uk

Email Applications to: info@parkwalk.rbkc.sch.uk

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Job Description – Primary Teaching Assistant

Park Walk Primary School

Job title: Teaching Assistant

Salary: Range A1 Scale 1 - 2

Contract: Full Time – 36 Hours per week (term time only)

Main Purpose of Job

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress and form habits of excellence.

Main Duties and Responsibilities

Under the direction and control of the classroom teacher or designated supervisor:

- Supervise and support the teaching activities of individuals or groups of children/young people to ensure their safety and facilitate in their physical and emotional development.
- Use appropriate skills to undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children/young people
- Monitor individual pupil's progress, achievements, problems, condition and development needs reporting to the responsible teacher as appropriate.
- Use appropriate skills when actively engaged in pre-determined educational activities and work programmes to encourage the intellectual and social development of pupils.
- Assist the teacher in the development and implementation of provision maps for individuals and groups of children
- Encourage children to take responsibility for their own learning and promote development of self-esteem
- Deliver interventions and programs for groups and individual children where appropriate.

Job responsibilities and tasks may include some of the following:

1. Assist the teacher with the planning of learning activities in the classroom, preparing or modifying work for individuals or group of pupils as directed.
2. Use strategies in liaison with the teacher, to support pupils to achieve learning goals.
3. Establish constructive relationships with pupils providing feedback to them in relation to progress and achievement as directed.

4. Prepare and maintain equipment and teaching resources for lessons and activities including the control of stock within the classroom.
5. Undertake supervision and discipline of pupils within the procedures of the school/service, providing detailed and regular feedback as appropriate.
6. Promote pupil independence in learning, social and mobility skills, reinforcing the pupil's self esteem through praise and encourage, setting challenging and demanding expectations and promote self-esteem and independence.
7. Ensure that pupils are able to safely use equipment and materials provided. .
8. Assist with the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
9. Assist the teacher in liaising with other professional staff and reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
10. Assist the teacher with the administration of baseline tests.
11. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
12. Prepare/clear classroom as directed before and after lessons, including the preparation of visual aids, and the display and presentation of pupil's work.
13. Provide general support to the classroom teacher by preparing and filing for lessons.
14. Assist at an appropriate level, and within the school's protocols, with the provision of general care and welfare of pupils.
15. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
16. Support and contribute to the overall ethos/work/aims of the school.
17. Assist with the supervision of pupils outside of lesson times, within your working hours.
18. Assist with group activities within and away from the classroom/school, such as PE, swimming, educational visits.
19. Participate in personal and professional development activities to meet the changing demands of the job, and encourage and support other staff in their development and training.
20. Attend and participate in relevant meetings as required.
21. Assist the teacher in supporting volunteer helpers or students in the classroom.
22. Any other duties and responsibilities within the range of the salary grade.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification – Teaching Assistant Park Walk Primary School

All candidates must be able to meet the professional standards for teachers

	Essential
Qualifications	<ul style="list-style-type: none"> NVQ 2 or 3 for Teaching Assistants or equivalent qualifications or experience Good Numeracy and English skills – GCSE, O Level or equivalent Right to work in UK
Experience	<ul style="list-style-type: none"> working with or caring for children in the Early years and primary age groups <p>The ideal candidate would have:</p> <ul style="list-style-type: none"> previous experience of working in schools knowledge of the National Curriculum an understanding of available speech and language support programmes
Professional knowledge and understanding	<ul style="list-style-type: none"> understanding of child development and learning awareness of the types of learning difficulties pupils may have and how this may affect their progress and behaviour in the classroom knowledge of how to use computers for word processing and the internet as an educational tool work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these, including being an appropriate role model.
Personal skills and qualities	<p>To be:</p> <ul style="list-style-type: none"> committed to protecting and safeguarding all pupils approachable and committed to the whole school vision and ethos self-motivated and able to motivate others well-organised and able to act calmly, patiently and sympathetically under pressure, when dealing with pupils and the demands of the job flexible and responsive in potentially challenging situations discrete, confidential and highly professional in all aspects of the job able to demonstrate a good attendance record willing to participate in development and training opportunities

Policy on the recruitment and employment of ex-offenders

Background

The Royal Borough of Kensington and Chelsea use the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (on the internet at www.homeoffice.gov.uk or www.direct.gov.uk.)

This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure. The Royal Borough of Kensington and Chelsea is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for RBKC Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with RBKC schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at RBKC Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post. In the starter pack you will also receive comprehensive guidance notes explaining how to fill in the disclosure form. All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974. In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. RBKC HR will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.