



Prior Weston Primary School and Children's Centre

Golden Lane Campus, 101 Whitecross Street, Islington, London, EC1Y 8JA

(T) 020 7786 4800

office@priorweston.islington.sch.uk

Head Teacher: Fiona Maccorquodale

Dear applicant,

Thank you for your interest in our current Teaching Assistant Vacancies at Prior Weston Primary School and Children's Centre,

Prior Weston is a very popular and highly inclusive Primary School and Children's Centre. We are situated in a central location, very close to the Barbican Centre, and take full advantage of our location; the year is filled with trips and visits that offer rich first –hand learning experiences for the children. We also have great contacts with many organisations that visit us to work with our children.

We are looking for a Teaching Assistant who shares our philosophy that children deserve the best, and who is committed to giving of their best. The successful candidate will have high expectations of all children and be able to inspire and motivate.

When completing your application, it is essential that you answer each point in the person specification (which may involve some repetition) for your application to be considered.

We hope that you will become as excited as we are about Prior Weston and wish to apply. Visits to the school are most welcome.

With best wishes,

Fiona Maccorquodale
Head Teacher

Teaching Assistant Vacancies Early Years, KS1 and KS2

Location:	Prior Weston Primary School and Children's Centre Golden Lane Campus, 101 Whitecross Street, EC1Y 8JA
Grade range:	Scale 3 – 4, Spine Point 5 -11 (Depending on experience and qualifications)
Salary range:	£23,838 per annum - £26,535 per annum pro rata
Actual salary:	£19,132 per annum - £21,675 per annum
Working hours:	Part time, 32.55 Hours per week, term time only
Contract:	Fixed Term to July 2023

We are seeking to appoint a number of Teachings Assistants for Prior Weston School and Children's Centre,

HAVE YOU GOT...

- Energy?
- Drive?
- The ability to work as part of a team?
- The desire to work in a modern building and environment in the heart of Central London?

We are looking for Teaching Assistants who have:

- Demonstrable levels of numeracy & literacy equivalent to GCSE.
- Previous experience of working with primary school aged children (desirable not essential)
- Experience working with pupils with additional educational needs, to help them to achieve to the best of their ability. (desirable not essential)
- Able to deliver a range of exciting and creative activities.
- An understanding of the learning, play and development needs of the children and how school activities can support children's educational attainment and achievement.

In return we can offer:

- A Senior Leadership Team (SLT) who are eager to work in partnership with the staff, children, parents and governors to make Prior Weston truly outstanding.
- An enthusiastic staff team and supportive Governing Body.
- Keen parents and enthusiastic, well-behaved children who are keen to learn.
- Encouragement and support with your training and development.

Selection process and how to apply

Completing your application

- Candidates are asked to complete all the standard information required on the application form. This includes a personal statement, which will be used for shortlisting. Which explains how you meet the requirements of the post as identified in the job description and personal specification.

Visits

- Visits to the school are encouraged and are available by contacting the office on 020 7786 4800.

Selection procedure

- The selection will be by a panel of School Leaders. Candidates will be notified immediately after shortlisting has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone, email or fax) are clearly identifiable from the application form, so that your confidentiality is maintained. The selection process will take place on Monday 4th July 2022 Shortlisted candidates will be given more details

References

- Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is 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.

Key dates

- Closing date: **8am on Monday 4th July 2022**
- Shortlisting date: **Monday 4th July 2022**
- Interview dates: **Thursday 7th and Friday 8th July 2022**

How to apply

- To apply for this post, please **visit www.islington.gov.uk/jobs**
- Completed application forms must be received by 8am Monday 4th July 2022.

If you need assistance, please email HR team at schoolsrecruitment@islington.gov.uk quoting the job reference PW/1120. For an informal discussion about the role, please contact the school directly. Please note that CVs are not accepted in line with Safer Recruitment practices.

Prior Weston Primary School and Children's Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS check and suitable references will be required.

JOB DESCRIPTION

POST TITLE:	TEACHING ASSISTANT
GRADE:	Scale 3-4
HOURS:	32.5 hours per week TTO
DEPARTMENT:	Prior Weston Primary School & Children's Centre
RESPONSIBLE/REPORTING TO:	Assistant Head Teacher responsible for Inclusion

PURPOSE OF THE JOB

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

1. Under the guidance of the Class Teacher work with specified individuals and/or groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
2. At the direction of the Class Teacher help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
3. Support the programmes for teaching English and Mathematics and assist pupils to access the full curriculum. Know the main aims of lesson plans, children's targets and learning objectives.
1. Support the programmes for teaching of English and Mathematics and assist pupils to access the full curriculum.
2. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour and by dealing with disruption as agreed in the school's Behaviour Management Policy.
3. Ensure the personal care and welfare of pupils and assist them with their physical needs as appropriate and stated in their Education Health Care, Personal Care Plans or Statement of Special Needs.
4. Provide first aid to pupils as necessary, in accordance with school policies.
5. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
6. Supervise pupils in the playground at break times and organise play activities.

7. Attend educational visits with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
8. Produce and maintain creative displays of children's work in and around the classroom area as well as the general upkeep on the classroom environment.
9. 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 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, undertake Induction Training and other training as identified in Performance Management Processes, as may be required to enable you to provide the school with effective support. 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.
7. Be proactive in developing working relationships with colleagues, behaving in a professional manner at all times.

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	
<p>Demonstrable levels of English & Mathematics equivalent to GCSE (A-C) (or by test).</p> <p>Attend induction training (for level 1 a willingness to attend). Training as appropriate and relevant to the post.</p> <p>Attend school training sessions.</p> <p>Experience of working with children (either paid or unpaid capacity) preferably in an education setting.</p> <p>NVQ Level 3 (or working towards) or equivalent accredited qualification.</p> <p>Evidence of specialism in specific curriculum areas or areas of particular learning difficulty e.g. dyslexia / speech and language / ASD.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>
<p>Able to form and maintain appropriate professional relationships and boundaries with children and young people.</p> <p>Ability and willingness to work as part of a team</p> <p>Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.</p> <p>Ability to communicate effectively with a range of people.</p> <p>Ability to organise the classroom activities e.g. preparing and setting out resources (under direction).</p> <p>Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L (under direction).</p> <p>Ability to deal with sensitive information in a confidential manner.</p> <p>Knowledge of the requirements of the national literacy and numeracy strategies.</p> <p>Knowledge & understanding of the National Curriculum</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>

A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.	*
A commitment to deliver services within the framework of the school's equal opportunities policy.	*
Understanding of and commitment to work within the scope of school policies and procedures.	*

EDUCATION, EXPERIENCE & ABILITIES	
Knowledge & understanding of the school's health and safety policy.	*
An understanding of the importance of lesson plans, children's targets and learning objectives using these skills to contribute to children's learning.	*
Willingness to attend and participate in meetings to review pupil progress.	*
An awareness of the learning and physical needs of pupils.	*
Ability to monitor and evaluate pupils' performance.	*
Ability to update and maintain accurate pupil records using the school's systems in place.	*
Ability to deliver specific intervention programmes.	*