

Application Pack

Teaching Assistant

Yerbury

Primary

School

**Contents**

**Information about the School**

**Advert**

**Job Description**



**Person Specification**

**How to Apply**

**Guidance and Policy**

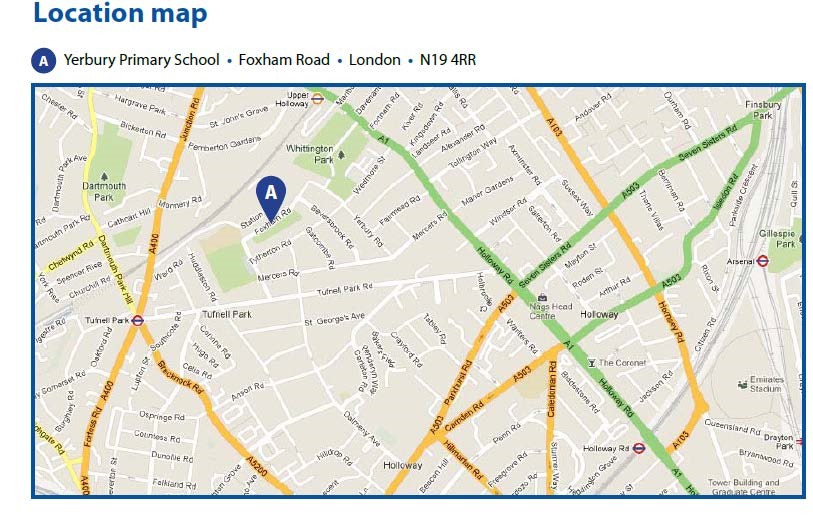


**About the School**

|  |  |
| --- | --- |
| Yerbury is a two-form entry primary school | By far the most important aspect of |
| in Islington with 470 pupils from 3-11 years | the school is the children. They are |
| old. We have a lovely old Victorian building | caring, considerate and ‘work hard, |
| set amongst three playgrounds, two of which | play well, learn lots, have fun’. All |
| have just been redeveloped with an | children learn through an exciting |
| innovative, colourful design. The school is | curriculum which seeks to inspire |
| located in an area of Victorian housing with a | them as confident and independent |
| community centre, two parks and a playing | learners. We are committed to |
| field very close by. We have a high proportion | children’s learning, progress and to |
| of children from professional backgrounds and | high achievement, whilst also |
| a higher than average proportion of children | ensuring we provide a relevant and |
| from minority ethnic backgrounds, with 24 | enjoyable curriculum to our children. |
| home languages spoken. | We aim to foster the long-term |

development of every child and we

|  |  |
| --- | --- |
| The school has an excellent, passionate and | believe that children should achieve |
| committed staff who work together as a team, | beyond the academic. Our school |
| and who have an enthusiasm for and | provides a safe and friendly |
| commitment to child-centred learning. There | environment, ensuring every child at |
| is a culture of collaboration and mutual | Yerbury gets the best possible start |
| support and respect which extends to everybody connected. | on their life-long learning journey. |



# Teaching Assistant

**Salary Grade: Scale 4, Spine Points 8-11**

**Actual Salary: £19,845 - £21,309 per annum**

**Hours: Full Time post Monday – Friday 8:50am-3:40pm**

**Contract: Term Time Only, Permanent**

**Required for September 2022**

We are looking for an excellent, qualified teaching assistant, or graduate with an interest in working in primary education, who is keen to become part of our committed and happy team, and who has an enthusiasm for and commitment to child-centred learning. You should be confident and flexible in supporting children across the school, from SEN children in Reception to high ability children in Y6.

**Experience:** We’re looking for new team members who are competent in literacy and numeracy, have excellent communication skills and are experienced in working with children.

The successful candidate will:

* Have a record of excellent classroom practice and attendance.
* Be an energetic and creative person with a ‘can-do’ attitude who uses their own initiative.
* Set and achieve high standards in supporting teaching and learning, in developing the school environment and in whole school improvement.
* Have excellent communication skills and will work well as part of a team to make a positive school contribution.
* Be committed to continually reflect upon their practice and develop themselves further, in order to provide the best possible education for our children.



* Be committed to inclusion and ensuring that all children progress and achieve well.

We can offer:

* Enthusiastic and well-behaved children who are keen to learn.
* A team approach with supportive and friendly staff.
* Engaged parents and governors within a friendly community.
* An on-going commitment to learning for all.
* Opportunities to innovate, excel and develop.

If you are dynamic and creative, and truly passionate about children and education, then we would be really pleased to meet you. Visits to Yerbury Primary School are warmly encouraged, and can be organised by contacting the School Office on 020 7272 6580 or email admin@yerbury.islington.sch.uk

**Closing date: Friday 20th May 2022 – 10.00am**

**Shortlisting:** **Friday 20th May 2022**

**Interviews: Thursday 26th May 2022**

***Yerbury School is an Equal Opportunities Employer. Our environment is diverse in character and in its student population and we aspire to reflect this diversity in our staff. We positively welcome applications from minority groups. We are committed to safeguarding and promoting the welfare of children. This is reflected in our rigorous approach to the recruitment and professional development of our staff.*** ***Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.***

# Job Description

**POSITION: Teaching Assistant GRADE: Scale 4, Spine Points 8-11**

**SCHOOL: Yerbury Primary School RESPONSIBLE TO: Assistant Headteacher**

## Purpose of the Post

To work under direct instruction of teaching/HLTA/senior staff to undertake work/care/support programmes. To support pupils/ teacher/ school in order to raise standards of achievement for all pupils. To encourage pupils to become independent learners, to provide support for their welfare, to support inclusion of all pupils in all aspects of school life. To supervise children and lead playground activities during mealtimes. Work may be carried out in the classroom or outside the main teaching area.

## Deployment in the Classroom

* Work with a range of pupils within the class, and supplement and extend the teachers’ work.
* Support specific individuals or groups in a structured way, so it helps them access general classroom teaching.
* Work effectively as a teaching team, with a shared understanding of respective roles in helping children to progress academically and socially.
* React flexibly to teachers’ and Senior Leaders’ decisions regarding deployment.
* Undertake administrative tasks to enable the smooth running of classroom and learning systems.
* With the support and guidance of the class teacher, to ensure learning and pastoral needs of all pupils are met, first and foremost, through a demonstrable understanding of high-quality teaching.

## Interactions with Pupils

* Provide the right amount of support (eg at the right time, consistently giving the least amount of help first.
* Ensure pupils retain ownership over their learning and responsibility for their work
* Actively look for opportunities to allow pupils to attempt parts of task s independently and to experience a healthy mix of success and challenge.
* Be confident in role and have good subject-knowledge.
* Ensure that good questioning skills inform interactions with pupils, allowing sufficient time for pupils to think and respond.
* Lead play activities during break and lunchtimes.
* To work one-to-one with pupils with Special Educational Needs (as directed by the Head Teacher or their nominee).

## Preparation and Training

* Ensure that pedagogical approaches support learning for pupils across the attainment range, consistent with teachers’ intentions.
* Communicate skills and particular specialisms so that they are understood and maximised by the teacher.
* Enter all lessons with a clear understanding of the concepts and information being taught, skills to be learned/applied, intended learning outcomes and specific learning needs of pupils.
* To actively participate in the performance management process.
* Capture meaningful feedback for pupils and teachers, informing the next stages of learning within and/or after lessons.

## Delivering Targeted, Structured Interventions

* Deliver evidence-based and structured interventions, chosen to deliberately complement and extend class-based teaching and learning.
* Ensure that intervention sessions are regular and sustained, with clear objectives and expectations.
* Ensure sessions are well-paced, well-resourced and well executed.
* Undertake training to deliver interventions faithfully (i.e. as intended by the developer), and over time develop expertise in the approach.
* Communicate effectively with teachers so that they have good awareness of the structure and coverage of intervention programmes.
* Engage in regular opportunities with teachers to plan and review learning taking place in interventions, with regular assessments in place to guide this process.
* Work collaboratively with teachers to help pupils make connections between the learning in interventions and the wider curriculum.

## Wider Professional Duties

* To undertake First-Aid responsibilities including related training/refresher courses.
* Prepare and manage resources that support learning.
* Develop and maintain high-quality learning environments.
* Take responsibility for the displays and tidiness in designated communal areas.
* Take responsibility for class systems, e.g.: homework, reading books or distributing letters as directed by teacher.
* Attend relevant staff meetings and briefings.
* To supervise children for the teacher in case of short term absence.
* Uphold the Yerbury Staff Code of Conduct.
* Undertake any other reasonable duties as may be directed by the Head Teacher or their nominee.

Reporting to: **Assistant Headteacher**

# Person Specification

## POSITION: Teaching Assistant GRADE: Scale 4, Spine Points 8-11

## SCHOOL: Yerbury Primary School RESPONSIBLE TO: Assistant Headteacher

|  |  |  |  |
| --- | --- | --- | --- |
| **SPECIFICATION** | **ESSENTIAL** | **DESIRABLE** | **HOW**  **IDENTIFIED** |
| Experience | * Experience of working with children in an educational setting. | * Experience * of * working with children across key stages. * Experience of working with children with additional needs (SEND or more able pupils, for example). | Application  References  Interview |
| Qualifications and Curriculum | * NVQ Level 2 or higher in a relevant field (or a commitment to acquiring the qualification within 18 months of employment) Demonstrable levels of Numeracy and Literacy equivalent to GCSE A-C * Demonstrable understanding of the 2014 National Curriculum. * Willingness to attend appropriate training. | * Educated to a   degree level   * First Aid   Qualification, or  ability to  successfully  complete first aid  training. | Application  Interview  Skills Test |
| Skills and Attributes | * Excellent organisational and interpersonal skills. * Excellent command of spoken and written English. * Good computing and technical skills (including: email, word processing, presentations, and photocopier). * Positive and effective approaches to behaviour management. * Knowledge of current SEN Code of Practice. Awareness of health and safety issues and their implications. * Knowledge of child protection issues and procedures. * Willingness to provide necessary personal care to children including manual handling and toileting. |  | References  Interview  Skills Test |
| Social Skills | * Courteous and polite. * Awareness of the importance of confidentiality. * Ability to work with a variety of different |  | References Interview |
|  | people.   * Previous experience of dealing with a range of people and behaviours. * Ability to stay calm, be patient and act professionally.   Positive outlook & sense of humour |  |  |
| Motivation | * High standards of work and presentation and an eye for detail. * Enthusiasm and energy to work as part of a hard-working team. * Ability to use initiative. * Committed to providing the highest-quality service. |  | Application References  Interview |
| Professional  Characteristics | * Good attendance record. * Excellent punctuality. * Flexible approach. * Professional image (for the school). |  | Application References  Interview |
| Disclosure of  Criminal  Record | • Enhanced Disclosure and Barring Service (with list) checks |  | DBS form  (after short listing) |

## How to Apply

POSITION: Teaching Assistant

GRADE: Scale 4, Spine Points 8-11

SCHOOL: Yerbury Primary School RESPONSIBLE TO: Assistant Headteacher

### Application Deadline

Completed application forms must be received by, **Friday 20th May 2022 – 10.00am**. Please note that late applications will not be accepted.

• Please apply online at <http://jobs.islington.gov.uk/disciplines>following the jobs link. If you need any assistance please email schoolsrecruitment@islington.gov.uk quoting reference number YER/1048.

Please note that we only accept online application forms. CV’s and hard copy applications will not be accepted.

### Completing your application



Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

### Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

### References

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



### Guidance for candidates applying for a job with Islington Schools

**Please read this carefully BEFORE you start to complete the application form.**

#### General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

#### Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK\*. Verification of identity is required before confirmation of appointment.

\*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

#### Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

#### Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

#### Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

#### Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

#### Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

#### References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

* It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
* You must provide the **professional email address** for references coming from an employer.
* One reference must be from your present or most current employer.
* If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
* We reserve the right to approach any of your previous employers for a reference.
* Candidates for Headship are advised to seek a reference from their Local Authority.
* Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
* If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g.

authorship. This type of information cannot be disclosed to you unless:

* the third party has consented for it to be released, or
* your right to know this information and its source outweighs the right of privacy of the third party.

#### Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

#### Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

#### Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

#### Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

#### Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

**Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification**.



### Policy on the recruitment and employment of ex-offenders

#### Background

London Borough of Islington uses 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 (copies are available from Islington Schools Human Resources or on the internet at [www.direct.gov.uk.](http://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.

London Borough of Islington 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 Islington 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 Islington schools you will be informed 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 Islington 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.

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.

Islington Schools Human Resources 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.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.