

June 2021

Dear applicant

Teaching assistant at St Thomas' Federation

'We are a family of schools dedicated to serving the children in our local community to ensure they receive an all-round education rooted in Christian values and are given every opportunity to flourish.'

Welcome to our schools and thank you for showing interest in the above post. There are three posts available at St Thomas'. You will be working alongside a class teacher to support a child with special educational needs. The purpose of this letter is to tell you about our schools, their aims and the role of the teaching assistant in our school Federation.

St Thomas' and St Clement and St James CE Primary Schools have recently federated. As a result, I am executive head at both schools and Adrian Jones, Ellie Dowthwaite and Ian McDonald are heads of school. There are many benefits to this partnership; including shared professional development, greater senior leadership expertise and the additional career development opportunities that a larger organization offers. The leadership team was judged outstanding in our last Ofsted at St Thomas'

St Thomas' CE Primary School is situated near to the Portobello Road (with many shops, market stalls and eating places). We are very pleased to have moved into a lovely new school in January 2009. When people visit our school they frequently comment on our calm and beautiful learning environment, which is extremely well-resourced.

Both schools are one-form entry and have nursery classes. We aim to serve our local community, which is culturally and socially diverse. Around half of the children come from families living on income support. Many of our children speak English as an additional language; the largest minority language being Arabic. We have children from the Caribbean, Africa, Asia, the Middle East, Europe and many other countries. We value enormously the richness of experience that all our children bring with them and celebrate this regularly throughout the school year.

At both schools we benefit from strong links with our local churches nearby. Although we welcome children from all faiths, our mission statements are very much rooted in our Christian values.

Our aim is to raise standards of achievement for all our children, ensuring that they are articulate, confident and able to flourish. We know this doesn't happen without the support of parents and a great staff team. We recognise the worth of the staff team working together, aiming to promote positive learning environments with the highest expectations for all.

Our main focus is the development of a truly enriching and exciting curriculum that prepares children for the future. We believe that children are motivated to learn through meaningful experiences. We take a topic based approach and value trips and visits - believing that these create engagement in

learning and build children's knowledge. We also believe that the arts have an important part to play in enhancing the curriculum and seek to use music, dance, drama and art to enrich children's learning.

We are looking for teaching assistants who enjoy working with children and wants to help them achieve their best. You will be supporting experienced teachers who will work alongside you to develop your professional skills. We very much encourage innovation, creativity and purposeful, exciting learning. We want to work with someone who aspires to be the best and is willing to work hard and develop his or her expertise. We are keen to support applicants who want to go on to train as teachers. If you believe you have these qualities, then we welcome your application.

You are welcome and very much encouraged to visit St Thomas' which will give you an opportunity to learn more about the job and see just how fantastic it is to work with us.

The recruitment process includes several stages. During shortlisting, candidates will be judged by the level to which they fulfill the person specification criteria in their application. In their supporting statement candidates should make sure they address the person specification. Please note, applications will only be considered if they include a fully completed application form - CVs are not acceptable alternatives. When completing the application form, candidates should give a full work history and account for any gaps in employment. Applications can be sent either by email or post.

When selecting referees, candidates must give details of two referees, the first of which must be the current or most recent employer, or the Head teacher. Candidates need to be sure that their referees are willing and able to provide a reference in a timely manner. If shortlisted, candidates should be aware references may be taken up before interview and the content of the reference could be discussed at interview. In addition, we may approach previous employers who have not been identified by candidates as a referee and we may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children. These crucial steps are part of our safer recruitment process and reflect our safeguarding policy.

The closing date for applications is Monday 28th June at 12 noon. Interviews will be held later in the week of the 28th June.

On behalf of the governors of the school, may I thank you again for your interest in this position and I look forward to receiving your completed application.

Yours sincerely

Sarah Bouette

Executive Head teacher

Safeguarding Statement

St Thomas' Federation is committed to ensuring the welfare and safety of all the children in our schools. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment.

Our schools are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment.