



Heavers Farm & Selsdon Primary Schools

L2 Teaching Assistant Application Pack

About Us

Heavers Farm and Selsdon Primary Schools are two exceptional schools in Croydon, set in extensive grounds with a large and varied intake. We are vibrant schools with energetic staff, and lovely children. We are oversubscribed and we have recently completed an exciting £5 million building expansion at Heavers Farm. This is in order to offer our pupils and staff a fantastic environment for learning.

As a result of the federation between Heavers Farm and Selsdon Primary Schools, children have been making exceptional progress and standards have improved exponentially, with both schools exceeding national standards at every level last year, and both schools being recently rated Good by Ofsted.

We take the perspective that teaching is, and should be, complicated. There are many complex and distinct issues and barriers to education in the communities we serve, and we feel it our schools' responsibilities to tackle these issues. We believe that there are no 'quick fixes' or 'magic bullets'. We aim to improve the life chances of our pupils through an unrelenting commitment to each and every child, and a strong determination to raise standards; ensuring that they experience the most effective learning possible.

Within school, we focus on continuously improving the quality of teaching and learning. We expect our teachers and staff to continue to study, read and think about pedagogy, so we can continue to offer the best support and learning to our pupils in unique and innovative ways. We offer great opportunities for personal and professional development in our federation; on top of offering financial support for our teachers to pursue higher degrees, we also have many roles for new and experienced teachers in middle and senior leadership. We are proud of our diverse and unique team here at Heavers Farm and Selsdon Primary Schools, and are continuously seeking more exceptional individuals to add to our federation.

If you would like to explore our schools further, please look at our school and class blogs at www.heaversfarm.com and www.selsdonprimary.com.

What We Are Looking For

JOB TITLE: LEVEL 2 TEACHING ASSISTANT/SEN SUPPORT

We are looking for candidates who have evidence of the following:

ESSENTIAL KNOWLEDGE

- NVQ 2 for Teaching Assistants or equivalent qualification or substantial, recent, experience.
- Excellent spoken and written English
- A high level of mathematics skills
- First aid training as appropriate.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- General understanding of the National Curriculum and/or the Early Years Foundation Stage
- Basic understanding of child development and learning.

ESSENTIAL SKILLS AND ABILITIES

- Qualifications in mathematics and English (equivalent to a minimum of National Curriculum Level 6)
- Able to confidently use technology to support learning.
- Able to self-evaluate learning needs and actively seek learning opportunities.
- Able to relate well to children and adults.
- Have good team working skills

ESSENTIAL EXPERIENCE

- Substantial, recent experience of working with primary aged children.





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Level 2 Teaching Assistant Job Description

SCHOOL: Heavers Farm Primary School & Selsdon Primary School
REPORTING TO: Class Teacher, Federation Year Group Leader, Senior Leadership Team
GRADE: Grade 3 – SCP 15-17 (pro rata); 25 hours/week; term time only

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities, this can include at break and lunch times.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.

SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed in line with the school's marking policy.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc. in line with the school's marking policy.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour in line with the school's behaviour policy.
- Establish constructive relationships with parents and carers.
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work in line with the school's marking policy.
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses including, for example, literacy, numeracy and physical education.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, physical education, early years recording achievement and progress and feeding back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

SAFEGUARDING: Heavers Farm Primary School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

APPLICABLE CONTRACT TERMS AND DUTIES: This job description is to be performed in accordance with the Federation's Staff Code of Conduct. Staff are required to perform their duties in line with this Code of Conduct, as well as in line with any statutory legislation.



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GREEN STATEMENT

- Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

DATA PROTECTION

- To be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

CONFIDENTIALITY

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

EQUALITIES

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

CUSTOMER CARE

- Ability to demonstrate a commitment to the Council's Customer Care Policy.

Our Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be required to complete an Enhanced DBS disclosure form and bring evidence of identity, Right to Work in the UK and qualifications. All documentation will be photocopied, signed and dated by the relevant staff member as verification of having seen the originals.

MAKING AN APPLICATION: The closing date for this role is **Monday, 22nd April 2019**. We will not be accepting further applications after this date. Please email your completed application form and supporting statement to: office@heaversfarm.croydon.sch.uk.

VISITS TO THE SCHOOL: Visits are strongly encouraged, but we understand that it is not always possible to visit during the school day. We know that starting a new job is an important decision and that you need as much information as possible to make the right choice. If you would like to visit either school, please call the school office at the relevant school and arrange a visit:

THE INTERVIEW: The interviews will take place on a rolling basis. In order to make our selection process as stress free as possible, our procedure for applicants for Teaching Assistant roles are as follows:

- **Interview preparation:** All candidates will be given time to prepare for the interview. The interview questions will be given to the candidate so that they can have time to think through their answers, make notes and prepare their thoughts.
- **Interview:** This will take place before a panel, and will take a maximum of 20 minutes. The interview will only use the pre-seen questions, we are not trying to trip you up. Candidates are encouraged to use their notes; it is not a test of memory.

START DATE: **May 2019** is the start date for this post.