

**St. John's Church of England
(Voluntary Aided)
Primary School**

Ofsted & SIAMS Outstanding



**Teaching Assistant
Information Pack
2024**



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Summer Term 2024

Dear Applicant

Welcome, and thank you for your interest in a Teaching Assistant (TA) vacancy here at St John's where I have been Head Teacher since 2006. We are a school with a visible Christian distinctiveness and our ethos is key to all we do and achieve. We have recently revised our vision and values to ensure they truly reflect where we are and the direction we want to take.

We are a two-form entry primary school, who value and invest in professional development and have successful bespoke in-house training and development for our TAs.

The school was graded Outstanding by Ofsted in all areas again in September 2021 and SIAMS in May 2023 and we continue to develop and progress.

I am privileged to work with a committed and supportive school community who all invest in our children's learning and development. We have excellent teams of teaching and support staff, a prolific school association and an encouraging and ambitious governing body; all embedded in school life.

This pack and our website provide a lot of information about us which will help you decide if this is the school for you.

This is a happy school where children are excited by learning and I very much look forward to receiving your application soon.

Martina Martin
Head Teacher



Our vision, values and motto which have served us well but are now being revised

Our **vision** for the school is

that all may
love learn and flourish

We try to live out these **values** in our everyday lives:

peace

compassion

joy & wonder

trust

generosity

We only have one **school rule** as we believe that if we follow this rule, we will always do the right thing. Our Golden Rule is to

Love one another

Our **school motto** reflects our Christian beliefs and encapsulates the work of our school.





About our school

You are encouraged to browse our website where you'll find a wealth of information about us and get a good feel for what we are about; but here are a few highlights.

We are all very proud of our school...

The original school was housed in an old cottage in 1834. The current Noah building was opened in 1954 when St. John's was a one-form entry school until September 2016 when we started to expand to two-form entry. We are a popular oversubscribed choice of school and had an ad hoc bulge class over recent years but now welcome our requested permanent expansion to enable more children to be taught here. We have ensured that the cherished feeling of 'St. Johns-ness' has not declined while expanding, and that our ethos continues to flourish.

We named our wonderful new building Ark which includes a splendid outdoor area for our reception children, an amazing hand-crafted ark on the stairwell and an upper floor Wheelhouse complete with a ship's wheel. The well-maintained older building is named Noah and children and staff are using all the empty classrooms effectively until we are fully two-form in 2022.

Our grounds have a huge and much valued playing field, two large playgrounds, and a peaceful Spiritual Garden for quiet play and reflection. We opened our Olive Branch Café 18 months ago and it has proven popular with carers and parents before and after school.

As a Church of England Voluntary Aided Primary School we work in partnership with St. John's Church which is right next door – we even have our own entrance gate in our grounds. The Revd. Lu Gale regularly leads our worship and is a full member of our Governing Body. We also work closely with the Southwark Diocese Board of Education and are proud to have been graded Outstanding in all areas in our last Statutory Inspection of Anglican and Methodist Schools (SIAMS); we also achieved the Gold Quality Mark for RE in 2015 and again in 2019.

Our Governing Body is very much a part of the school and our governors reflect the skills and expertise needed to lead and support us. The whole governing body has recently completed a year of additional training and we are pleased to have achieved the Bishop's Certificate in Church School Governance from Southwark Diocese. Our governors are not only spotted in our school regularly but also support other school's governing bodies. We have a good balance of external, parent and staff governors who reflect our school community and are fortunate that our parent governor elections usually have several candidates. As a VA school, the Governing Body is the employer.

Our children participate in a wide variety of popular and successful clubs and groups, including music, chess and sports, much of which is provided internally; we have a Breakfast Club and after school provision; and as part of our Staff Wellness programme we have held weekly fitness class for staff here at school plus access to join the local Trinity Sports Club at reduced rates.

The St. John's School Association (SJSA) is thriving and contributes tremendously to school life financially and socially, with numerous successful events throughout the year.

Our recent Ofsted Inspection in September 2021 resulted in us being graded Outstanding in all areas again. This was the result of a hardworking and dedicated school community, all of whom were thrilled and proud to be formally graded Outstanding. A few quotes:

- *Everyone at St John's is kind and respectful.*
- *Staff really care about and are extremely ambitious for their pupils.*
- *Pupils make excellent progress through the curriculum.*
- *Early reading is a strength of the school.*
- *Behaviour is exceptional.*

The full Ofsted report is on our website, please do have a look (under 'About').



School Development Plan

Our School Development Plan is monitored and RAG rated by our committees, with a termly overview by the full Governing Body (FGB)

Our distinctiveness

Our main success criteria is that our vision is clear and known by all our community. We are ensuring that the global and multicultural nature of Christianity as a world faith is celebrated and that our website presents a clear Christian message. We develop our children to be courageous advocates for local, national and global deprivation and provide our children with opportunities for their own spiritual development.

Our Governing Body Committees

Each autumn, committees suggest areas of development to the GB for ratification. In addition to the few examples of our current objectives below, our governing body is committed supporting staff and pupil wellbeing, achieving value for money and making decisions that enable staff and pupils to love, learn and flourish in our school.

Policy & Finance Committee: to provide governors with a wide selection of training and development opportunities; and increase governor presence on the website and across the school community.

Personnel: to ensure we keep Equalities, Diversity and Inclusion to the forefront of all Personnel policies and procedures.

Ethos: to ensure the distinctiveness and effectiveness of St John's as a church school is maintained and actively developed and that the Christian Vision and Values are lived out in all areas of school community life.

Premises: to ensure sustainability for the whole school site and to refurbish the demountable to the standard of the main building, prolonging its life.

Curriculum & Standards: to support and monitor progress of increased SEND knowledge and provision across the school.

There is a lot more information on our website for you to see.



Advert

St. John's CofE (VA) Primary School
Spring Park Road
Shirley
Surrey
CR0 5EL

020 8654 2260

Teaching Assistants (TA)
Including daily lunchtime supervision
Term time and INSET days
Monday to Friday 8.30am to 3.15pm (31 hours and 25 minutes per week)
Grade 3 point 5 - 7 £20,994 to £21,634 FTE

We are a dynamic and successful school with a positive ethos, have professional staff development at the centre of our work and strong family values. We are looking for TAs who would like to help our children grow and evolve in a way that truly reflects our loving supportive community.

This is an opportunity for TAs to provide effective support to children in a caring and developmental environment in our outstanding two form entry school.

These roles focus on providing 1:1 support to individual children who may have special educational needs or a disability (SEND). The successful candidates will need to be flexible and have the skills to provide excellent classroom practice and playground supervision across the school; and have the ability to build good relationships with individual and groups of children of all ages.

Our recruitment process is about finding the right person with the right experience and personality, someone who will be as excited as we are about supporting and developing our children.

Our new Teaching Assistants will have:

- NVQ Level 2 or equivalent qualification/experience
- Experience of working in primary school classes; within EYFS or with SEND children would be an advantage but not essential
- A caring and positive attitude towards all pupils
- High expectations of children and themselves
- Flexibility and a commitment to going that extra mile to ensure pupils achieve their best
- Good communication, interpersonal and organisational skills
- The ability to plan and deliver appropriate interventions
- An understanding and support of the distinctiveness of church schools (you don't have to be Christian).

We offer the successful candidate:

- A welcoming, positive and caring environment
- A supportive, dedicated and dynamic staff
- Well-maintained buildings in extensive grounds
- An ambitious, supportive and effective Governing Body
- A productive and helpful school association from our wider community who are all fully invested in the children's learning - and last but not least...
- Delightful, curious, engaged, enthusiastic and well-behaved pupils who thrive and achieve through our broad curriculum and activities.

If working at our school appeals to you and you have the skills, experience and personality we're looking for, you are encouraged to **apply as soon as possible** as applications will be assessed on receipt and individual interviews arranged.



Application forms should be completed electronically and emailed to the address on the Application Form as soon as possible.

We are looking for experience Teaching Assistants who are able to work between 8.30am and 3.15pm, Monday to Friday (8.20am Fridays); however, working only Monday to Friday mornings or afternoons may be available. If you wish to discuss before applying, please email your full name, phone number and the best time of day to contact you to recruitment@st-johns.croydon.sch.uk. Otherwise, please complete the application form and state clearly if you are only available mornings or afternoons or all day. Application forms should be completed electronically and emailed to the address on the Application Form as soon as possible.

Our application form and guidance can be downloaded from the school website www.st-johns.croydon.sch.uk

CVs are not accepted. No agency enquiries please.

St. John's CofE Primary School is committed to safeguarding and promoting the welfare of children and to equality of opportunity. As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the DBS will be completed on the successful applicant.

Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

In line with the UK General Data Protection Regulation (UKGDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE. For further information on who we share data with please see our website for our Privacy Notices: <http://www.st-johns.croydon.sch.uk/>



Our welcoming Octagon Entrance



ST JOHN'S CHURCH OF ENGLAND PRIMARY SCHOOL

Role Profile

Job Title:	Teaching Assistants – General (Level 2)
Grade Range:	Grade 3 - Scp 5-7
Hours:	Monday to Friday Term time only plus INSET days Lunchtime supervision
Location:	St John's Church of England Primary School
Reports to:	SENDCO
Responsible for:	Children across the whole school – EYFS, KS1 and KS2
Role Purpose and Role Dimensions:	<p>To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. This may include providing 1:1 support to individual children who may have special educational needs or a disability (SEND). Work may be carried out in the classroom or outside the main teaching area.</p> <p>To supervise during the lunchtime in the dining hall and outdoors.</p>
Commitment to Diversity:	<p>As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.</p>
Key External Contacts:	<ul style="list-style-type: none">• Parents
Key Internal Contacts:	<ul style="list-style-type: none">▪ Children▪ Teachers▪ Inclusion Manager▪ Deputy Head▪ Head Teacher▪ Other Support Staff
Financial Dimensions:	
Key Areas for Decision Making:	
Other Considerations:	



Key Accountabilities and Result Areas:

Key Elements:

Support for Pupils

This will involve:

Core Duties

- Supervising and providing particular support for pupils, which may include those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

Additional Duties

- Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes, which may include intimate care.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

This will involve:

Core Duties

- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.

Additional Duties

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
- Supervising outdoor and indoor lunchtime activities.
- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.
- Providing clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.



Key Accountabilities and Result Areas:

Key Elements:

Support for the Curriculum

This will involve:

Core Duties

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

Additional Duties

- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Support for the School

This will involve:

Core Duties

- Participating in training and other learning activities and performance development as required.

Additional Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.



Key Accountabilities and Result Areas:

Key Elements:

Data Protection

This will involve:

Being 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.

Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

Being 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 School 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

This will involve:

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

Health and Safety

Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.



To contribute as an effective and collaborative member of the School Team

This will involve:

Participating in training to be able to demonstrate competence.

Participating in first aid training as required.

Participating in the ongoing development, implementation and monitoring of the service plans.

Championing the professional integrity of the School Service

Supporting Customer Focus, Best Value and electronic management of processes.

Actively sharing feedback on School policies and interventions.

Person Specification

Job Title:

Teaching Assistants – General (Level 2)

Essential knowledge:

1. NVQ 2 for Teaching Assistants or equivalent qualifications or experience.
2. Completion and knowledge of content of DfES Teacher Assistant Induction Programme. Understanding of relevant policies/codes of practice and awareness of relevant legislation.
3. General understanding of national/foundation stage curriculum and other basic learning programmes/strategies. Training in the relevant learning strategies e.g. literacy.
4. Basic understanding of child development and learning.

Essential skills and abilities:

5. Strong numeracy/literacy skills.
6. Competent use of ICT and other equipment technology eg. video, photocopier, to support learning
7. Ability to relate well to children and adults.
8. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
9. Ability to self-evaluate learning needs and actively seek learning opportunities.

Essential experience:

10. Working with, or caring for, children of relevant age.
11. (preferred) Working with SEND children
12. (preferred) Experience of the EYFS setting

Special conditions:

13. Enhanced DBS check
14. First aid training



Our recruitment process

Application

Please submit your application as soon as possible as we may shortlist on receipt of applications.

Candidates should read the job description and person specification carefully and then complete the application form downloaded from our website. CVs are not admissible and will not be read by the short-listing panel.

Please read the application guidance on our website and ensure you set out clearly **how** you meet the criteria in the person specification, as these are the defined criteria the short-listing panel will use to assess each application. The overall quality of each application will also be assessed.

Applicants must ensure that the information provided on the application form is correct. By submitting the application form electronically you are assumed to be declaring this. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. You will be asked to sign the form at interview if you are shortlisted.

Applications must be completed electronically and submitted by email to the address on the School's application form. Only those applications received by the specified closing date and time will be considered. Therefore, candidates must ensure that the school receives their completed applications **as soon as possible if we are shortlisting on receipt or by the closing deadline stated in the advert.**

Application Short-listing

Short-listed candidates will be contacted directly. Applicants not short-listed will be informed by email and once the recruitment process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed.

Shortlisted candidates

The process will include a formal panel interview and may also include meeting members of our School Council, reading to a group of children; and English and Maths tests. References may be sought prior to interview.

Please note: All candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the UK.

Outcome and feedback

The successful candidate will be made a verbal offer as soon as possible. Unsuccessful candidates will be informed as soon as possible and offered an opportunity for feedback.

Pre-employment Checks

All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications and a Disclosure & Barring Service Check. As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

Verbal offers of employment will be confirmed in writing once all pre-employment checks have been carried out; that application form will be retained on the personnel file.