



"Inspired and Empowered"

Recruitment Pack

Teaching Assistant Level 2

Permanent Contract

Scale 3 Point: 5-6 (£15,511 Pro Rata salary) (£22,575 FTE salary)

(44.86 week term time only + 5 INSET DAYS contract

28.75 hours per week)



Dear Applicant,

APPENDIX 1

Thank you for your interest in this exciting opportunity to join Gwyn Jones Primary School as a member of team in the role of Teaching Assistant.

We are a two-form entry, culturally diverse school based in East London and we are very proud of our school. Visitors comment on the warmth of the school and the friendliness of both staff and pupils alike. Our dedicated staff team are incredibly hard working and are committed to creating a happy, secure and stimulating environment in which every child can achieve their potential and develop a life-long love of learning.

At Gwyn Jones Primary School we are a Rights Respecting School and we actively teach our children about the rights of the child. The Rights Respecting ethos permeates all parts of school life and into our school motto "Inspired and Empowered". This motto epitomises the staff's genuine commitment to provide a rich, creative and challenging curriculum which inspires children's curiosity and empowers our pupils to have a voice and be knowledgeable, active global citizens. We strive to ensure that every child thrives academically whilst benefiting from excellent pastoral care that nurtures and develops emotional wellbeing.

We are looking for someone who has good communication skills and is flexible in their approach when supporting children and working alongside other colleagues. We know it is important to be positive, inspirational and a real team player. To add to our team, we wish to appoint an excellent Teaching Assistant who will draw upon their experience and expertise in teaching to raise standards for all children including those with SEND. Together, we will drive outstanding learning and teaching that is challenging, interesting and motivational to all pupils building inquiring lifelong learners who care for their world and all that live in it.

I hope this application pack and the information available generally on our website and on social media will give you a flavour of our School. I would be delighted to show you around our friendly and caring school. To arrange a visit please contact the school office on 02085567904 or email: HR@gwynjones.waltham.sch.uk

I look forward to meeting with you

Sian Boutalbi
Headteacher



Dear Applicant,

APPENDIX 1

Thank you for your interest in the position of Teaching Assistant at Gwyn Jones Primary School.

Gwyn Jones is a successful and very popular school within the local area. We are fortunate in having an engaged and culturally diverse community, a hardworking and talented staff team and amazing pupils.

As Governors, we work alongside the Head and her dedicated team in our common belief in the fundamental importance of Primary Education as the foundation for developing a lifelong love of learning in our children. Our Governing Board is keen to develop its skills and knowledge of the school and its community and supports the drive within school for continuous improvement within a nurturing and supportive environment.

Our curriculum is rich, diverse and challenging and aims to provide a range of exciting and meaningful experiences which foster confidence and provide aspirations. Staff plan for children to be academically challenged, creatively inspired and supported in their personal development.

Gwyn Jones maintains strong links with other local schools within Waltham Forest. As a member of our staff team you would receive ongoing support and development in your role.

If the thought of this role in our school excites you, we look forward to receiving your application.

Liz Jackson

Chair of Governors

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Vision and Values

"Inspired and Empowered"

At Gwyn Jones, we are committed to ensuring that every member of our school community is **inspired and empowered** each day.

We aim to inspire and empower our children by:

- Providing excellent teaching which nurtures our children's innate curiosity, allowing them opportunities to take risks and to think for themselves.
- Supporting our children to have responsibility for their own learning; to have their own opinions and the skills to articulate them.
- Allowing all children access to a rich and broad curriculum which fully prepares them to be active, global citizens.
- Ensuring all children participate in a variety of trips and visitors in their local and wider community.
- Acting as role models who respect others and enjoy the rich diversity of our school family.
- Insisting that every child is known well, safe and nurtured to achieve their personal best.

We aim to inspire and empower our staff by:

- Providing a wide range of relevant and innovative professional learning in school which focuses on collaboration and sharing good practice, including lesson study, planning support, team teacher and action research.
- Forging strong links with external agencies to deliver professional development - teaching schools, higher education institutes etc.
- Giving developmental feedback with clear and specific actions for staff and leaders.
- Establishing coaching and mentoring relationships which encourage reflection.
- Identifying and nurturing leadership talent.

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Rights Respecting School

What is UNICEF's Rights Respecting Schools?



We are committed to placing the UN Convention on the Rights of the Child at the heart of our core values and ethos; believing children's participation is integral to all aspects of school life. This results in empowered and self-confident children who can advocate for the rights of children everywhere.

This ethos further fosters a sense of community, respect and responsibility. It encourages the children to be active and informed citizens, who look to develop a positive future for all; campaigning and raising awareness.

The children's experiences at Gwyn Jones Primary ensure the children know that they have the Rights of the Child and that these rights are inalienable. They also understand responsibilities they have as members of our local and global society.

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How to Apply

Should you wish to apply for the post, please complete an application form and include a personal statement, which clearly demonstrates your suitability for this role. Please send your completed applications to HR@gwynjones.waltham.sch.uk

Closing Date

Please ensure your application arrives by 5.00pm on the closing date of Friday 1st July 2022 (at 5pm)

Shortlisting

Shortlisting will take place on Monday 4th July 2022 if you have not heard from us by Wednesday 6th July 2022 please assume that unfortunately, on this occasion, your application has not been successful.

Interview

Interviews will take place on Friday 8th July 2022

Safeguarding

Applicants called for interview are kindly requested to contact their referees so that references are received ahead of the interview dates.

Gwyn Jones Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The school follows safer recruitment practices and the successful applicants will be required to apply for an Enhanced Disclosure and Barring Service check. A copy of our Safeguarding Policy is available to view on our website

Location



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Teaching Assistant – Level 2 JOB DESCRIPTION

Job Purpose

- *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. Work may be carried out in the classroom or outside the main teaching area.*

Key External Contacts

Parents, carers

Key Internal Contacts

- Head Teacher, Teaching staff, pupils, support staff

Major Tasks, Duties and Responsibilities

1 *Support for Pupils*

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes *(for example implementing intimate care plans- nappy changing, attending to specific toileting needs)*
- 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

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2 *Support for Teachers*

- 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
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work in line with the school feedback policy
- Provide clerical/admin. support e.g. photocopying, typing, filing etc.

3 *Support for the Curriculum*

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national strategies e.g. literacy, numeracy,, 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

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4 *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
- Actively support and 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

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.
- To undertake any other tasks as directed by the Head teacher commensurate with the grading of the post.

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Teaching Assistant

Level 2

Person Specification.

1. Experience

- 1.1 Working with or caring for children of relevant age

2. Qualifications

- 2.1 Good numeracy/literacy skills
- 2.2 NVQ 2 for Teaching Assistants or equivalent qualifications or experience
- 2.3 Training in the relevant curriculum areas e.g. RWI
- 2.4 First aid training/training as appropriate

3. Knowledge, Skills and abilities

- 3.1 Knowledge and ability to use ICT effectively to support learning
- 3.2 Reasonable word processing skills
- 3.3 Use of other equipment technology – video, photocopier
- 3.4 Understanding of relevant policies/codes of practice and awareness of relevant legislation
- 3.5 General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- 3.6 Basic understanding of child development and learning
- 3.7 Ability to self-evaluate learning needs and actively seek learning opportunities
- 3.8 Ability to relate well to children and adults
- 3.9 Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these