

# TEACHING ASSISTANT

## Information Pack



- Welcome letter - Page 1
- What we can offer - Page 2
- Who we are looking for - Page 2
- How to apply - Page 3
- Job Description - Pages 4 -6
- Person Specification - Page 7
- Contact Details - Page 8



## Welcome Letter

Dear Applicant,

Thank you for your interest in joining Viridis Schools. We are looking to appoint a skilled individual who wants to make a difference to the life opportunities of our children and families and someone who is able to effectively support our inclusion team.

Viridis Schools (**Orchard, Southwold and Hoxton Garden Primary Schools**) have been working in a very successful partnership for over 5 years. We have a joint Governing Body and strong links to our Local Authority, the London Borough of Hackney. Each school has its own leadership team who work together with the common aim of giving children the very best. We have very high standards for what can be achieved with the benefits of shared expertise. Although many of our pupils come from disadvantaged backgrounds or speak a language other than English, we do not use this as an excuse for underachievement and have the same ambition for all pupils regardless of circumstances. Disadvantaged pupils at our school achieve significantly better than those nationally because of this belief, ambition and hard work.

If you would like to learn more about us and what we do, there is more information on our school websites including an outline of our curriculum and our aims in more detail. We would also be delighted to give you a tour and answer any questions that you may have. Please read on to find out how to book a tour to view our schools in action!

Yours sincerely,  
Rachel Davie (Executive Headteacher)



## What we can offer:

- A genuine opportunity to make a difference.
- Opportunities to work across partner school sites
- High quality support and CPD to ensure that you are successful.
- An exciting, well organised and vibrant environment in which to work.
- A fantastic community of parents and children who deserve the best.
- A supportive and highly experienced leadership team.

## Who we are looking for:

In particular we are looking for someone who:

- Has previous experience of working in a primary school.
- Has high expectations of what can be achieved.
- Is passionate about how children learn best and never gives up on them.
- Is flexible with a good sense of humour and an understanding of the 'bigger picture'.
- Is hard working, creative and has a good sense of fun.
- Is tough enough to cope with the daily challenges that working in fast paced inner-city schools can bring.
- Is an excellent communicator, with the ability to earn the trust and respect of others.
- Is able to work to their own initiative as well as part of a team.
- Puts children and their right to an excellent education first.

## How to Apply



### Job description & person specification

Read the job description and person specification carefully

01



### Application Form

Complete the application form either electronically or print it off and hand write it

02



### Supporting statement

Ensure your supporting statement relates to the competencies outlined in the person specification

03



### Teaching History

Please make sure that your application form indicates the name & address of the school where you have most recently taught and the age group that you are currently working with (if applicable)

04



### Send Application Form

Send your completed application via email or post to Ms Beverley Shore:  
Email - [recruitment@vs.hackney.sch.uk](mailto:recruitment@vs.hackney.sch.uk)  
Post - Recruitment,  
c/o Southwold Primary School  
Detmold Road  
London E5 9NL

05

Our schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful candidates will be required to completed an enhanced DBS disclosure.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

Should you have any queries or would like to arrange to visit our schools please **contact Ms Beverley Shore:**  
Telephone - 020 8806 5201 or Email - [recruitment@vs.hackney.sch.uk](mailto:recruitment@vs.hackney.sch.uk)

We look forward to receiving your application!

## Job Description

**Grade:** Scale 3 pt 05 - 06 depending on experience

**Salary Range:** £23,838 to £24,270 (pro-rata)

**Actual Salary Range:** £18,569 to £18,906

**Hours of work:** 32.5 hours a week

### Job Summary.

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programs, to enable access to learning for pupils and to assist the teacher in the leadership of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area, for short periods of time.

### Main Duties

#### Support for Pupils:

- Supervise and provide particular support for pupils, including those with special educational needs, ensuring their safety and access to learning activities.
- 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.
- Deliver pastoral and learning support.
- To deal with minor incidents and the health and hygiene of the children.
- To read with individual children and groups and complete reading records as directed by the class teacher.
- Under the direction of the teacher, to work with small groups of children and to take responsibility for their learning.

## Job Description continued

---

### Support for the Class 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.
- 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.
- To establish and maintain constructive relationships with parents/carers by supporting their role in pupils' learning, providing constructive feedback on pupils' progress and achievements, facilitating their support for their child's attendance, support home to school/community links.

### 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 learning 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.

## Job Description continued

### Support for the school:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences 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.
- 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.
- To assist in the general care of the school environment by undertaking tidying of general areas.
- To promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### General Requirements

- Enhanced DBS check.
- Strong commitment to furthering equalities in both service and delivery and employment practice.
- The post holder must at all times carry out his/her responsibilities with due regard to The Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with The Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.




## Person Specification

Qualifications	Essential	Desirable
NVQ 2 for Teaching Assistants or equivalent qualifications or higher education	✓	
GCSE Grade 'C' or above in literacy and numeracy or equivalent	✓	
Experience	Essential	Desirable
Working with or caring for children of relevant age	✓	
Knowledge	Essential	Desirable
Training in the relevant learning strategies e.g. literacy & numeracy	✓	
First aid training/training as appropriate	✓	
Understanding of relevant policies/code of practice and awareness of relevant legislation	✓	
General understanding of national/foundation stage curriculum and other basic learning programmes/strategies	✓	
Basic understanding of child development and learning	✓	
Skills	Essential	Desirable
Good numeracy/literacy skills	✓	
Effective use of ICT to support learning	✓	
Ability to self-evaluate learning needs and actively seek learning opportunities	✓	
Ability to relate well to children and adults	✓	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Display commitment to protection and safeguarding of children and young people	✓	

## Contact Details

 **Email:** [recruitment@vs.hackney.sch.uk](mailto:recruitment@vs.hackney.sch.uk)

 **Post:** Recruitment, c/o Southwold Primary School, Detmold Road  
London, E5 9NL

 Please address all correspondence to  
the School Manager, Ms Beverley Shore.



**Southwold Primary School**  
Detmold Road  
London  
E5 9NL



**Orchard Primary School**  
Holcroft Road  
London  
E9 7BB



**Hoxton Garden Primary School**  
Ivy Street  
London  
N1 5JD

 [southwold.hackney.sch.uk](http://southwold.hackney.sch.uk)

 [@SchoolSouthwold](https://twitter.com/SchoolSouthwold)

 [@SouthwoldSchool](https://www.facebook.com/SouthwoldSchool)

 [orchard.hackney.sch.uk](http://orchard.hackney.sch.uk)

 [@Primary\\_Orchard](https://twitter.com/Primary_Orchard)

 [@OrchardPrimary](https://www.facebook.com/OrchardPrimary)

 [hoxtongarden.hackney.sch.uk](http://hoxtongarden.hackney.sch.uk)

 [@HoxtonGarden](https://twitter.com/HoxtonGarden)

 [@HoxtonGarden](https://www.facebook.com/HoxtonGarden)