

hackney  
learning trust

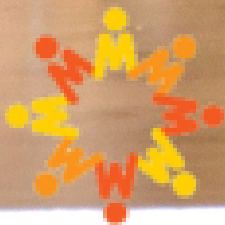
PRIMARY  
ADVANTAGE

SCHOOLS ACHIEVING  
MORE TOGETHER



Morningside Primary School

Teaching Assistant Application Pack



Morningside Primary School  
and Children's Centre





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**Morningside Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**  
**We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.**





## Welcome

Dear applicant,

Thank you very much for your interest in becoming an Teaching Assistant at Morningside Primary School. I hope you will find this information a useful introduction to our school.

Morningside is an outstanding two-form entry primary school in the London borough of Hackney, located very close to Hackney Central in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds, many different languages are spoken. Our school has been through a period of considerable change over the last few years and our aim is to build on the hard work that enabled the school to make rapid improvements and to secure excellent learning opportunities for all of our families.

We are seeking a Teaching Assistant looking to appoint highly motivated and talented Level 2 Teaching Assistant to work alongside our dedicated staff to support individuals and small groups both in and outside the classroom. The role requires Teaching Assistants who are passionate about children's learning and who has a rich knowledge and understanding of how learners learn.

Our new Teaching Assistant will join a very committed and hard-working staff body who all want to ensure that every child fulfills its potential, both now and in the future. If you share this vision and are committed to helping children overcome barriers to learning in every lesson, every day, we would like to hear from you.

Please find further guidance on Morningside School, the type of Teaching Assistant we are seeking to appoint and details on how to apply for the post within this pack.

We welcome and encourage school visits. Please contact the school office on 020 8985 5382 to arrange a suitable date and time.

Yours sincerely,

Janet Taylor  
Headteacher



## About Us

Morningside is a two-form entry primary school with a Children's Centre. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Our age range is from 3 to 11 years old and we have 437 children on roll.

There are two classes in each year group with 30 pupils in each class.

We have two Nursery classes with sessions in the morning afternoon, some children are full time.

Over 40% of pupils are eligible for free school meals.

65% of pupils speak English as an additional language.

We have a children's centre that supports members of our community.



### Our vision is for the school to be:

- A place where children can achieve their full potential in academic, creative, personal, physical, moral and spiritual development;
- A caring place where children and adults feel they make a contribution and are valued as individuals; A place where everyone is aware of their rights and responsibilities and where children learn respect for themselves and others.
- A partnership between children, parents, staff and the community as a whole.





## Primary Advantage Federation

Morningside Primary School is a part of the Primary Advantage Federation.

We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

### WHAT IS OUR APPROACH?

- We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually
- We believe passionately in improving the life chances for our pupils
- We do not tolerate low expectations
- We match tried and tested strategies that we know work to the needs of the schools and use our experience of supporting schools in successfully implementing them
- We promote a **collaborative approach** whilst developing the capacity of each school **to serve its own community and retain its distinct identity**
- We recognise the importance of individuality, spontaneity and creativity in developing innovation

### WHAT OUTCOMES DO WE WANT?

- Every teacher is a good teacher; every school is a good school
- Teachers who use the most effective teaching methods to motivate learners and raise aspirations. As a result all pupils will make good or better progress
- Quality learning environments where pupils feel safe and secure, known and valued and motivated to learn. Robust teaching and application of ICT skills ensure our pupils are properly equipped for the next stage of learning
- Curriculum provision which inspires and motivates pupils and broadens their horizons. Our curriculum supports community cohesion through an international curriculum strand
- We work with precision and move incrementally towards achieving outstanding grades in the majority of aspects of each school's work
- Through pupil partnership work we continue to break down locally perceived boundaries and help pupils to work harmoniously with pupils from other areas of Hackney
- We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems

Find out more about Primary Advantage Federation  
by visiting  
[www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)





## School Development Plan

Our key priorities are as follows:

### Achievement for Pupils

To provide focused CPD opportunities and improved performance management for support staff

To improve systems of peer and self assessment

To refine the Fundamentals and Foundations checks

To provide challenge for the most able pupils, especially those who are disadvantaged

### Behaviour and Safety of Pupils

To further develop pupil leadership & pupil voice opportunities

To monitor attendance to ensure it is in the top 30% nationally with no groups below target

To work with the whole school community to ensure they keep themselves safe from the relevant risks including those associated with bullying, online safety, exploitation and extremism

To further improve behaviour for learning

### Leadership and Management

To refine and develop our approach to tracking, evidencing and reporting on pupil progress and achievement

To develop leaders at all levels

To further develop our curriculum offer to focus on experiential learning and the creative arts

To increase parental and community engagement so that it impacts positively on pupils





## Teacher Assistant - Job Description

### JOB PURPOSE:

- Teaching Assistants are appointed to work with pupils as part of a team under the direction of the Assistant Headteacher who is responsible for the overall policy and educational programme. Teaching Assistants work primarily to:
  1. Foster the participation of pupils in the school and academic processes of the school,
  2. Seek to enable pupils to become more independent learners, and
  3. Help to raise standards of achievement for all pupils.

### MAIN DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are based on the National Occupational Standards).

#### Support for the Pupil:

- To provide specific care for pupils with significant care requirements (eg. statemented children, individuals with disabilities), including supporting pupils with medical needs.

**Job Title:** Teaching Assistant

**Salary:** Scale 4 (pt18 to pt21) pro rata 1 year FTC

**Start Date:** 20th April 2020

- To help with the care and support of pupils.
- To contribute to the health and well-being of pupils.
- To establish and maintain relationships with individual pupils, groups and parents.
- To support pupils during learning activities by promoting independent learn.
- To support pupils individual learning needs and development, eg. cognitive and learning skills.
- To assist with the implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Under the direction of Classroom Teacher, to work with small groups of children and to take responsibility for their learning.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the Classroom Teacher.
- To set challenging and demanding expectations and promote self-esteem and independence.
- To deliver pastoral and learning support.
- To deal with minor incidents and the health than hygiene of the children.
- To act as a first aider and complete training necessary.



- To read with individual children and groups and complete reading records as directed by the Classroom Teacher.
- To provide feedback to pupils in relation to progress and achievement under guidance of the Classroom Teacher.

#### **Support for the Teacher:**

- To adapt lessons to meet the needs of individuals and groups with a wide range of different abilities, key stages and learning needs.
- To perform activities with, and take responsibility for groups at different levels.
- To make appropriate use of ICT to enhance and enrich pupil learning and attainment.
- To keep records of individual pupil development as required by the school.
- To contribute to the planning and evaluation of learning activities for individuals and groups.
- To monitor and track progress and feedback on individuals as required.
- To administer routine tests and undertake routine marking of pupil's work.
- To provide regular feedback to the Classroom Teacher on pupil's achievement, progress, problems etc.
- To promote good pupil behaviour, dealing promptly with conflicts and incidents in line with the school's behaviour policy and encourage pupils to take responsibility for their own behaviour.
- To support home to school/ community links.
- To administer routine tests and exams and undertake routine marking of pupil's work.
- To assist in the preparing and managing of the learning

environment and classroom resources and to develop learning aids as required.

- To assist the Classroom Teacher with problems that may arise.
- To undertake support activities for the Classroom Teacher as required.
- To work within an agreed system of supervision with small groups of children and to take responsibility for their learning.

#### **Support for the Curriculum:**

- To undertake structured and agreed learning activities/teaching programmes, adjusting the activities according to pupil responses.
- To support the school curriculum including literacy and numeracy activities.
- To undertake programmes linked to local and national learning strategies, eg. literacy, numeracy, KS3 and early years recording achievement and progress and feeding back to the Classroom Teacher.
- To prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- To help pupils to develop their literacy and numeracy skills to improve attainment across the curriculum.

#### **Support for the School:**

- To develop and maintain positive working relationships with other professionals.
- To attend and actively participate in staff meetings.
- To contribute to the maintenance of pupil safety and security.
- To assist teaching staff in the smooth transition between educational phases.
- To observe and report on pupil's

performance and contribute to maintaining pupil records.

- To review and develop own personal and professional practice.
- To liaise effectively with parents/ carers and other interested parties.
- To provide reasonable support services to the school, eg. answering telephones, displaying work as necessary.
- To be aware of, and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To contribute to the overall ethos, work and aims of the school.

#### **GENERAL:**

- This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the manager.
- This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.
- The postholder is expected to comply with all relevant policies procedures and guidelines, including those relating to Equal Opportunities, Health and Safety and the Confidentiality of Information.
- Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks.





## Person Specification - Teaching Assistant

### Qualifications and Experience

#### Essential:

- NVQ level 2 or equivalent qualification or experience in a relevant discipline.
- GCSEs in Maths and English at grade C or above
- Previous experience of working with children, preferably in a school environment.

#### Desirable:

- Current First Aiders' certificate/training.
- NVQ2 Teaching Assistant qualification or a willingness to work towards accredited qualification.
- Previous experience as a Teaching Assistant.

### Knowledge

#### Essential:

- Possesses a sound understanding of early childhood development and learning.
- An understanding of issues related to under-achievement and the barriers to learning that some pupils face.
- An understanding of relevant legislation, policies and codes of practice, eg. child protection, data protection and freedom of information.
- An understanding of effective teaching and learning programmes and strategies.
- A good working knowledge of national/foundation stage curriculum and other learning programmes/strategies.

#### Desirable:

- An understanding of how planning and evaluation can support pupil learning.

### Communication

#### Essential:

- Possesses effective verbal communication skills.
- Presents information and ideas clearly and uses communication appropriate to the audience.
- Able to create an environment of trust by delivering on promises.
- Able to adapt personal style of communication to reflect a situation and/or need.
- Utilises report writing skills to accurately reflect a situation through positive communication techniques.
- Able to disseminate information and demonstrates a consultative approach to communication.
- Able to persuade and influence others effectively.
- Able to demonstrate tact and diplomacy in communication.
- Able to relate well to children and adults.

#### Desirable:

- Able to communicate in an additional language.



## Skills and Abilities

### Essential:

- Exercises flexibility so as to take on changes in work priorities and practices.
- Able to balance tasks and resources in the organisation of a wide range of activities.
- Able to provide contingency plans to address the unexpected.
- Demonstrates clear and logical thinking in working through problems.
- Able to anticipate workload and plans ahead to manage workload peaks.
- Able to create a positive attitude within the classroom which encourages enthusiasm and interest in learning.
- An awareness of the needs of children who have a variety of needs.
- Able to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.
- Pays attention to detail and checks quality of own work for accuracy.
- Possesses initiative and can demonstrate accuracy and attention to detail.



### **Accountability and Freedom to Act**

#### Essential:

- Able to make routine decisions based upon guidelines and procedures laid down within established frameworks.
- Leads by example in standards of behaviour in the work environment.

#### **Other**

#### Essential:

- Willingness to attend collective worship to meet the expectations of the Governing Body.
- Willingness to partake in continuous professional development.





## How To Apply

Applicants are asked to complete all the standard information required on the Primary Advantage application form, to submit a supporting statement, addressing all the criteria identified in the person specification.

Please specify the role you are applying for:

### quoting reference Mside/TA2020

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer
- You provide a referee who can confirm your ability for the role

Shortlisted candidates will be asked to teach an activity or lesson and will be advised of the details of the lesson observation prior to interview.



Completed application forms must be received by Monday 18th March 2020 and emailed to:

[recruitment@morningside.hackney.sch.uk](mailto:recruitment@morningside.hackney.sch.uk)

- Previous applicants need not apply.
- CV's won't be accepted as application.
- Interviews will be arranged upon receipt of successful applications

*We look forward to receiving your application.*

## Successful Candidates

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.







## Where to find us

**Morningside Primary School**  
Chatham Place  
Hackney  
London  
E9 6LL  
Tel: 0208 985 5382  
Email: [recruitment@morningside.hackney.sch.uk](mailto:recruitment@morningside.hackney.sch.uk)  
Website: [www.morningside.hackney.sch.uk](http://www.morningside.hackney.sch.uk)

