



GRADUATE TEACHING ASSISTANT APPLICATION PACK

RECRUITING FOR: IMMEDIATE START

APPLICATION CLOSING DATE: 8TH NOVEMBER 2021

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Dear Applicant,

Are you interested in becoming a teacher but want to gain more experience working with children? We are looking to appoint enthusiastic and skilled Graduate Teaching Assistants to work in our schools.

Orchard, Southwold and Hoxton Garden 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, Hackney Education. The Viridis Federation of Orchard, Southwold and Hoxton Garden Primary schools are looking to recruit enthusiastic and committed full time Graduate Teaching Assistants. Staff are based on one school site within our three school partnership located in Hackney, East London.

You will be required to work flexibly taking direction from the class teacher and members of the Senior Leadership Team, ensuring the well-being and academic progress of our pupils.

Duties will include:

- Targeted group support for identified children aged 3 - 11 years
- 1:1 support for some children with particular needs, where identified
- Adopting whole class responsibility in the absence of the class teacher
- Facilitating play at break and lunchtimes
- Wider school support, leading after school clubs

Our schools are successful and happy places with children who are culturally diverse and keen to learn. We are able to offer a friendly and supportive staff team with great opportunities for professional development within school. Many of our teaching assistants go on to become learning mentors, higher level teaching assistants or qualified teachers in our Federation.

Candidates need a professional outlook and need to be able to use their own initiative. Candidates with previous experience of working with children is essential. An undergraduate degree qualification will allow the right candidates to apply for our Schools Direct / Teacher Apprenticeship programme in the future.

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 and this can be arranged by **calling Beverley Shore (School Manager) on 0208 985 7785. Alternatively email us at: recruitment@vs.hackney.sch.uk.**

Yours sincerely,
Rachel Davie (Executive Headteacher)



We are looking for:

A positive, enthusiastic and approachable professional to join our vibrant and diverse Federation. You will need to be able to work flexibly and creatively in a variety of ways to help children overcome their barriers to learning. Candidates must have an undergraduate degree qualification, excellent organisational skills and excellent behavioural management skills.

In particular we are looking for someone who:

- 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'
- Hard working, creative and has a good sense of fun
- Tough enough to cope with the daily challenges that working in fast paced inner city schools can bring
- Is an excellent communicator who is able 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



Why work with us?

We offer an ambitious, exciting place to work, a genuine opportunity to make a difference, a great team of staff and a three school communities who deserve the very best.

Our staff have access to:

- Opportunities to work across partner school sites
- High quality support and CPD to ensure that they are successful
- An exciting and well organised environment in which to work
- A supportive and highly experienced leadership team

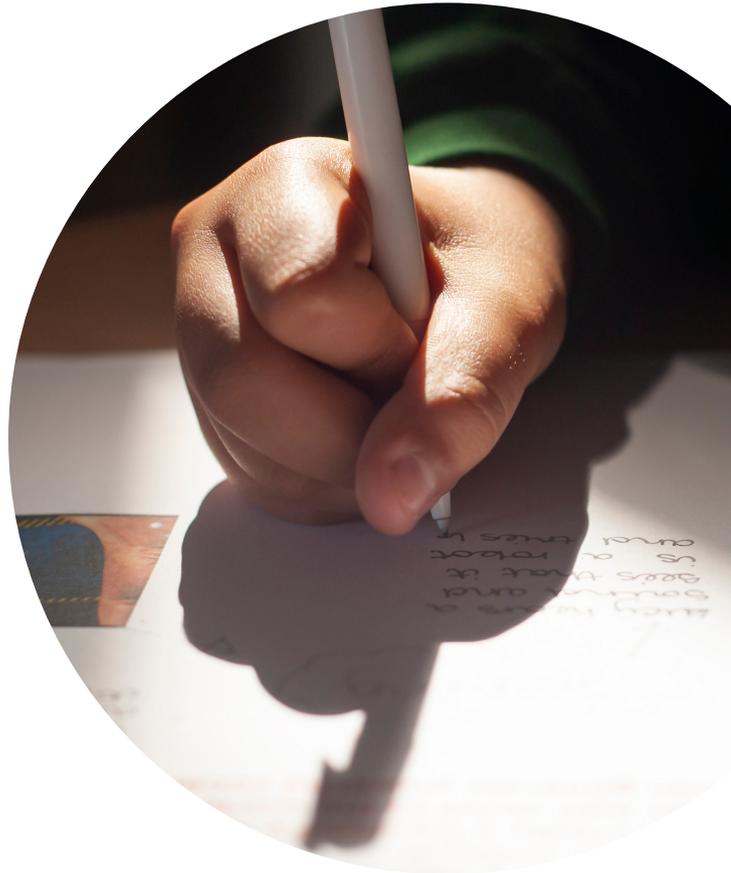
Additional Information

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful candidates will be required to complete an enhanced DBS check.

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 on: 0208 806 5201 or email her at recruitment@vs.hackney.sch.uk



**We look forward to receiving
your application!**



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



Send application form

Email your completed application to Ms Beverley Shore at:

recruitment@vs.hackney.sch.uk

or send by post:

Recruitment

c/o Southwold Primary School

Detmold Road

London E5 9NL

04

Job Description

Job Title: Graduate Teaching Assistant

Hours: 36 hours a week. Term time only, 39 weeks a year. 12 month fixed term contract

Salary: pro-rata Scale 4. Actual Salary range: £20,950

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 management 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:

- Progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes when required.
- Supervise and provide particular support for pupils, including those with special needs, ensuring access to learning.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- 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.
- To read with individual children and groups and complete reading records as directed by the class teacher.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- To deal with minor incidents and the health and hygiene of the children.

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.
- Develop and prepare resources for learning activities in accordance with lesson plans and in response to pupil need.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals through modelling, questioning and feedback.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, and progress.
- 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/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.

Support for the school:

- Contribute to the planning of opportunities for pupils to learn in out-of-school contexts in line with schools policies and procedures, where required including leading after school clubs or booster sessions.
- 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 differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos 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 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 on 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)

- 3 A levels at grade 'c' or above
- An undergraduate degree
- GCSE Grade 'C' or above in literacy and numeracy or equivalent

KNOWLEDGE (ESSENTIAL)

- 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

EXPERIENCE (ESSENTIAL)

- Working with or caring for children of relevant age

SKILLS (ESSENTIAL)

- 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



Orchard Primary School

Holcroft Road

London

E9 7BB



Southwold Primary School

Detmold Road

London

E5 9NL



Hoxton Garden Primary School

Ivy Street

London

N1 5JD

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