1 December 2017



Dear Applicant

**Teaching Assistant (two term contract)**

Thank you for showing interest in the post ofTeaching Assistantat St Mary Magdalene Academy. Information about the Academy and an application form can be found on our website [www.smmacademy.org](http://www.smmacademy.org). I hope that this will give you enough information to encourage you to apply for the above post.

Please apply by downloading the application form from our website, **do not send CVs**. In completing your personal statement please ensure that it is no more than three sides of A4 paper and explain why you believe you meet the requirements for the post. We are committed to providing equal opportunities to all sections of the community, we would therefore ask you to complete and return the enclosed equal opportunities monitoring survey form to enable us to review and improve our recruitment and selection procedures.

The Academy specialises in Humanities and Global Citizenship and as part of this we are committed to a sustainable future for the planet. In conjunction with Islington’s own Green Transport policy the Governors will encourage and support those who use public transport. Although the Academy has no on-site parking facilities the Academy is five minutes’ walk from Highbury and Islington Station (Victoria, London Overground and First Capital Connect Lines) and seven minutes’ walk from Holloway Road Station (Piccadilly Line).

The closing date for applications will be 9am Friday 8 December and interviews will take place during the week beginning Monday 11 December. If we have not contacted you by the afternoon of Friday 8 December, you should assume your application has been unsuccessful on this occasion.

If you require any more information about the post or the Academy please do not hesitate to contact me.

Yours sincerely



Ruth Luzmore

Head Teacher

### Introduction

St Mary Magdalene Academy is an all-through academy that provides education for children from 4 to 19 years of age. Within the Academy there is: the Primary School, the Secondary School and the Sixth Form.

**Contract**

The Academy has its own contract of employment based on the conditions of service as published in the “School Teachers Pay & Conditions” document.

### Salary:

The salary range will be at the appropriate point on the professional Main Scale plus £2500 Academy allowance. Progress on a Main Scale of 6 points is subject to performance. There is an opportunity for those who have completed five successful years of teaching to access on Upper Pay Point.

# Background of the Academy

St Mary Magdalene Academy is a Church of England all-through Academy which opened in September 2007 in purpose built accommodation.

**The Primary School**

St Mary Magdalene Primary School existed in Islington for nearly three hundred years. Until August 2007 it was a successful oversubscribed Church of England Primary School which closed to make way for the new purpose built all-through Academy on the extended site in Liverpool Road. The school has become the Academy’s Primary School.

The Primary School is a one-form entry School with classes from Reception through to Year 6. The School is led and managed by Ruth Luzmore, Primary Headteacher, who is assisted by Laurence Standing, Deputy Headteacher.

The Academy is committed to high standards in numeracy and literacy and an inquiry based approach to learning.

**The Facilities**:

The Academy is housed in a new building designed to enhance teaching and learning. There is access for all pupils to the latest information technology and each classroom is well resourced. Children from the Primary School also have access to specialist facilities in the Secondary School.

The Academy’s Sponsors are the London Diocesan Board for Schools who have contributed to the £41 million cost of the Academy. Their vision is to create an inspirational community of learning and achievement that will make a positive contribution to community cohesion in Islington and beyond.

The Governors are committed to providing an outstanding educational experience and their aim is that the Academy is a Christian community of learning which nurtures young people to be high achievers who discover their vocation in a global society.

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| **Job Description:** Teaching Assistant |
| **Responsible to:** Headteacher (Primary) |
| **The role**  To support pupils, parents, teachers and the Academy to establish a supportive and nurturing learning environment in which children are happy and successful, forming make academic progress and  **Note:** You are required to comply with any reasonable request from your manager to undertake work at this or a similar level that may not be specified in this job description. This job description may be changed to meet the changing needs of the school, in consultation with the post holder and the governing body to reflect or anticipate changes in the job commensurate with the grade and job title. Where such a change is felt to be necessary by the school and agreement cannot be reached, changes may be made by the employer giving the required notice of a change to the job description. |

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| **Main duties and responsibilities** |
| Work as part of the staff team to support teaching provision and pupils’ learning. |
| Under the guidance of the class teacher, to work with individuals and groups in class, including pupils with additional educational needs. |
| Give feedback to the class teacher regarding pupil learning. |
| Support pupils’ emotional and social development. |
| Ensure the physical welfare of pupils and assist with their physical needs as appropriate. |
| In collaboration with the class teacher, communicate and liaise with parents/carers. |
| Undertake any other reasonable duties from time to time as may be directed. |
| Within your contracted hours, and as identified in Performance management processes, undertake such training as may be required to enable you to provide the Academy with effective support. |
| Respect the confidentially of pupil information and respond sensitively to their needs. |
| To supervise during play and lunch times and, following training, carry out First Aid. |
| To be flexible and carry out any such other duties as may be reasonably required and directed by the Headteacher |

**St Mary Magdalene Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Regular vetting will take place both before and during employment.**

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| Signature of Postholder |  |
| Date |  |
| Signature of Headteacher |  |
| Date |  |

**Person Specification -** Teaching Assistant

**E** – Essential, **D** – Desirable, **A**- evidenced in Application, **I** - evidenced during interview process

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| **Qualifications & Training** | | **E** | **D** | | **A** | | | **I** | |
| Maths and English GCSE or equivalent at grade C or above | |  | X | | X | | |  | |
| Right to work in the UK | |  | X | | X | | |  | |
| Graduate looking for experience | |  | X | | X | | |  | |
| CACHE Diploma Level 3 in Child Development or equivalent | |  | X | | X | | |  | |
| **Personal Characteristics** | | **E** | **D** | **A** | | **I** | | |
| Genuine passion and belief in the potential of every pupil | | X |  | X | | X | | |
| Helpful, positive, calm and caring nature | | X |  | X | | X | | |
| Able to establish good working relationships with all other staff | | X |  | X | | X | | |
| Ability to use initiative, good problem solving skills and to be engaging and pro-active | | X |  | X | | X | | |
| A high level of emotional resilience and emotional maturity | | X |  | X | | X | | |
| Able to follow direction accurately, but make good judgements and lead when required | | X |  | X | | X | | |
| **Knowledge, Skills and Understanding** | **E** | **D** | | **A** | | **I** | | |
| Good communication skills, including written and oral | X |  | | X | | X | | |
| Good organisational skills | X |  | | X | |  | | |
| Able to lead intervention sessions for pupils after relevant training | X |  | |  | | X | | |
| Able to implement the necessary routines and patterns to establish and maintain excellent behaviour within the school | X |  | | X | | X | | |
| Able to work with parents as partners in their child’s education | X |  | |  | | X | | |
| After training, able to deal with minor incidents, first aid and the personal health and hygiene of the pupils | X |  | |  | | X | | |
| Promotes learners’ self-control, independence and cooperation through developing their social, emotional and behavioural skills | X |  | | X | | X | | |
| **Values and commitments** | **E** | **D** | | **A** | | **I** | | |
| Is supportive of the Christian ethos of the school | X |  | |  | | X | | |
| Demonstrates a strong desire to achieve the highest possible level of educational achievement for each pupil in the class | X |  | | X | | X | | |
| Is committed to equal opportunities for all pupils, staff and parents at the school | X |  | |  | | X | | |
| Contributes to wider aspects school life and building effective relationships with all members of the school community | X |  | |  | | X | | |
| **Safeguarding and Child Protection** | **E** | **D** | | **A** | | **I** | | |
| A commitment to follow school policies, procedures and guidance | X |  | | X | |  | | |
| A commitment to the protection and safeguarding of children | X |  | | X | |  | | |
| Successful Enhanced DBS Status | X |  | |  | | X | | |