

Graduate Teaching Assistant Hargrave Park School

HAR/380



51 Bredgar Road

London N19 5BS

Telephone: 020 7272 3989

Email:

office@hargravepark.islington.sch.uk

Head Teacher: Lisa Horton

Contents

Advert	3
Job description	4
Person specification	6
How to apply	9
Guidance and policies	10





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Head Teacher: Lisa Horton

Graduate Teaching Assistant

Grade: Scale 4 - Spine Point 8 - 11
Actual Salary: £20,758 - £21,900 per annum
Contract: Full Time Permanent
Hours: 35 Hours Per week Term Time Only



Required for September 2019

Would you like to be part of a supportive, forward-thinking school where your professional development is a priority?

We are looking for enthusiastic, inspirational graduates who enjoy working as part of a dedicated team and want to develop their skills in a school environment.

This is a fantastic opportunity for graduates who maybe interested in gaining experience in order to progress towards a teaching career. As a graduate teaching assistant, you will be supporting the class teacher working with the whole class or smaller groups to ensure that all children reach their full potential.

We are committed to the successful growth and enrichment of all our pupils and staff.
Hargrave Park is an Ofsted-rated "Good" school with an outstanding Children's Centre.

Hargrave Park can offer you:

- An environment with a strong ethos of CPD and a wide variety of opportunities for all staff at all levels
- A leadership team committed to children achieving their very best and to staff developing their expertise.
- Friendly, enthusiastic children
- Strong pastoral support for our pupils
- A pleasant and responsive work atmosphere

As a school we have a proven track record of quality staff training and place a high value on the professional development of our staff.

We have high aspirations for our children and believe strongly that an enriched and creative curriculum is the key to driving and sustaining our rapidly improving achievement.

Visits to the school are strongly encouraged. Please contact our school business manager, Cheryl Headon, to arrange a tour and meet with the Headteacher, Lisa Horton on 020 7272 3989 or email office@hargravepark.islington.sch.uk.

Please apply online at www.islington.gov.uk following the jobs link. If you need assistance, please email the

HR Team at schoolsrecruitment@islington.gov.uk quoting reference number HAR/380.

Closing Date: Tuesday 18th June at 9:00am

Hargrave Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants.

Job Description

POST TITLE: **TEACHING ASSISTANT**

GRADE: **Scale 4**

DEPARTMENT: **Schools**

RESPONSIBLE/REPORTING TO: **Class teacher**

PURPOSE OF THE JOB

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties

1. Work as part of the staff team at the direction of the Headteacher/Deputy Headteacher/SENCO/Class Teacher to support teaching provision and pupils' learning.
2. Under the guidance of the Class Teacher, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve to the best of their ability.
3. At the direction of the Class Teacher, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
4. Support the programmes for teaching literacy and numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, IEP targets and learning objectives.
5. Observe pupils' performance, and using the systems in place in the school/class provide the teacher with feedback on pupil progress in relation to provision.
6. Provide support for pupils' emotional and social development by encouraging and modelling positive behaviour, and dealing with disruption as agreed in the school's Behaviour Management Policy.
7. Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
8. Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, emotional and social development.
9. Under the direction of the Class Teacher, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
10. In collaboration with the Class Teacher, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils.
11. Supervise pupils in the playground and organise play time activities.

12. Supervise pupils from assigned class during lunchtime experience and actively engage and support their play.
13. Administer medicines as appropriate to children in assigned class in line with the school administration of medicines policy.
14. Attend outings with pupils, in accordance with school policies and safety guidelines, providing assistance with pupils' care and welfare and with the learning activities undertaken.
15. Undertake any other reasonable duties from time to time as may be directed by the Headteacher or his/her nominee

Personal responsibilities

1. Be aware of key school plans, policies and procedures, especially the School Improvement Plan, Health and Safety Procedures and Child Protection Procedures.
2. Take part in Performance Management in order to identify and agree development and training needs.
3. Within your contracted hours, and as identified in Performance Management Processes, undertake such training as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Within your contracted hours, attend staff meetings as required.
5. Be aware of the learning and physical needs of the pupils you support.
6. Respect the confidentiality of pupil information and respond sensitively to pupils' needs
7. To promote the safeguarding of children.

Person Specification

POST TITLE: **TEACHING ASSISTANT**

GRADE: **Scale 4**

DEPARTMENT: **Schools**

RESPONSIBLE/REPORTING TO: **Class teacher**

EDUCATION, EXPERIENCE & ABILITIES
<p>Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).</p> <p>Attend induction training</p> <p>Attend school training sessions.</p> <p>Experience of working with children (either paid or unpaid capacity) preferably in an education setting.</p> <p>Hold NVQ level 2 or equivalent or other accredited qualification.</p> <p>Working towards NVQ level 3 or equivalent accredited qualification.</p>
<p>Able to form and maintain appropriate professional relationships and boundaries with children and young people.</p> <p>Ability and willingness to work as part of a team</p> <p>Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.</p> <p>Ability to communicate effectively with a range of people.</p> <p>Ability to organise the classroom activities e.g. preparing and setting out resources (under direction).</p> <p>Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L (under direction).</p> <p>Ability to deal with sensitive information in a confidential manner.</p> <p>Understanding of basic First Aid procedures.</p> <p>Knowledge of the requirements of the national literacy and numeracy strategies.</p> <p>Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p>

EDUCATION, EXPERIENCE & ABILITIES

An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.

Willingness to attend and participate in meetings to review pupils progress.

An awareness of the learning and physical needs of the pupils.

How to apply

Application Deadline

Completed application forms must be received by **Tuesday 18th June at 9:00am** . Please note that late applications will not be accepted.

*Please note that we only accept online application forms. CV's and hard copy applications will **not** be accepted.*

Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

Visits

Visits to the school are welcome and encouraged. Please contact the school office on 0207 272 3989.

Selection process

The selection process may have a combination of tasks, activities, assessment tools and interview. However, further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders



Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.