



# Galleywall Primary School

City of London Academy  
Recruitment Pack

## Post: Teaching Assistant

Galleywall Road, Bermondsey, SE16 3PB Tel: 020 7252 3493

Website: [www.galleywall.co.uk](http://www.galleywall.co.uk)

Twitter: [@galleywall cola](https://twitter.com/galleywall cola)

*ENLIGHTENED · ASPIRATIONAL · ENTREPRENEURIAL · INDIVIDUAL · COMPASSIONATE*

Galleywall triumphantly opened in September 2016 with 60 Reception children. Galleywall is small jewel at the heart of a growing family of outstanding schools, sponsored by the prestigious City of London. Through this we are able to work in partnership with 'Guildhall School of Music and Drama' and other esteemed institutions within the City. Our rich and broad curriculum stimulates creativity and sparks children's imagination. At the heart of our skills based curriculum is an emphasis on literacy and drama, creativity and the arts, independent enquiry, reflective thinking and collaboration.

### *Are you a passionate teacher who :*

- wants to be at the heart of a new adventure, growing an outstanding school for future generations
- can nurture the dreams and aspirations of our children
- can build strong relationships with children, parents and the wider community
- is creative and has a thirst for teaching and learning

### *We can offer you:*

- lovely children
- once in a lifetime opportunity to help shape the future of our school as it grows to full capacity
- excellent opportunities for professional development
- a vibrant, friendly and dedicated staff team
- colleagues with a wealth of experience
- leadership development
- an exciting, creative, forward thinking work environment
- Links with the City of London including The Barbican and The Guildhall
- Partnership with Redriff Primary our outstanding sister school.

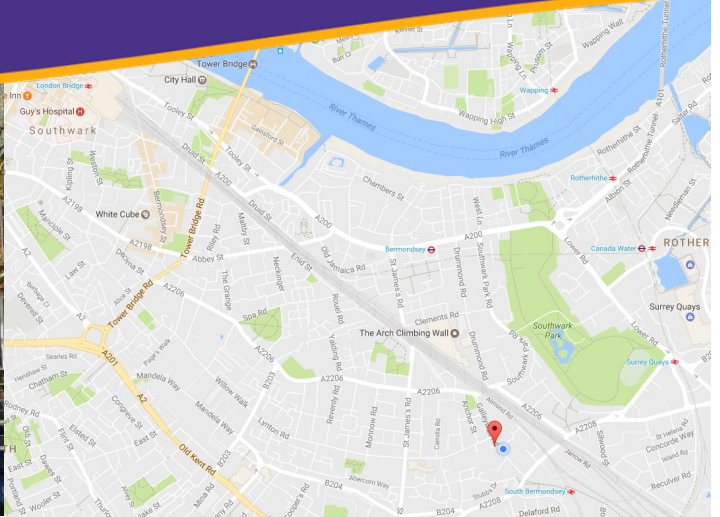
Visits to the school are warmly welcomed. If you would like to visit, please email [vacancies@galleywall.co.uk](mailto:vacancies@galleywall.co.uk) (or give us a ring) and we will be happy to arrange it.

Completed applications should be returned to:  
Sheila Cohring Headteacher  
Galleywall Primary School  
Galleywall Road,  
London SE16 3PB      Tel: 020 7252 3494

Email applications to [vacancies@galleywall.co.uk](mailto:vacancies@galleywall.co.uk) will be accepted .

*At Galleywall we are committed to safeguarding and protecting the welfare of children and staff. The successful candidate will be subject to an enhanced DBS disclosure. We are an equal opportunities employer.*





## School Context

Galleywall is just starting out, growing by one cohort each year until 2022. The future for Galleywall is exciting, we are in the process of a £6 million development programme of the building. Our magnificent building was originally established as a school in 1879 and it is our intention to resurrect the history of the school and the stories within its walls. We are working with local historians to learn about that history and share it with the children.

We are located very centrally a short 10 min walk from Bermondsey Tube Station, 5 mins from South Bermondsey Train Overground, only 5 min from London Bridge, and on the 381 and 1 Bus Routes.

## Educational Vision

Our overarching vision is a school which exemplifies 'Outstanding' primary practice, evidenced by outstanding attainment and progress for all children. At the foundation of Galleywall lies our shared values, which reflect the way of life, beliefs and cultural context of our city and our country.

At Galleywall School we believe in a just and open society, free of prejudice, we aspire to be:

### Enlightened

Tolerant of other people's religions, traditions and lifestyles. Aware of our common heritage and democratic traditions. Respectful of the needs of individuals within a social context.

### Aspirational

Prepared to meet and face challenges, and to create new situations and opportunities for themselves, their family and community. Able to see beyond what is now to create what might be. Have the highest expectations of themselves and of others.

### Individual

Value themselves as unique; be proud of their people and their heritage, to stand for what they believe to be right.

### Entrepreneurial

Able to conceive a unique vision and influence others. Be creative in their ideas, resilient and determined in their actions. See opportunity in all change.

### Compassionate

Aware of the interdependence of all living things. Friendly, warm hearted and considerate. Motivated to help and care for others.

## ***An Innovative and Exciting Curriculum***

Our integrated curriculum is one which generates innovative approaches. We develop every child's understanding, confidence and courage to take risks along the way, while promoting a developing sense of autonomy and a love of learning.

As we live in the most exciting capital city in the world, our curriculum is uniquely designed to make the most of all the learning opportunities that London has to offer. We believe our children deserve the best and invite specialists in their field to visit Galleywall and inspire our children; Poets, Authors and Artists. Our curriculum encourages all children to participate with enthusiasm in sports, the performing arts and learning languages. The children are offered opportunities to learn Mandarin and to perform.

In Reception, there is an investigative, play based approach to learning maximizing the use of both the indoor and outdoor classroom. While in KS1 and KS2 our skills based curriculum has an emphasis on literacy and drama, independent enquiry, reflective thinking and collaboration. We do this through an evolving, engaging curriculum.

## ***Parents and Galleywall***

Galleywall has a strong and positive relationship with our parents. We believe they are key to a child's progress and offer them workshops on key aspects of the curriculum; reading, speech and language and numeracy. We also provide both before and after school care to support our working families. In our Parent Survey, available on our website;

- 100% Agreed their child was making progress
- 100% Agreed we helped them support their child's learning
- 100% said they would recommend the school to other parents

What our parents say;

***'We are very happy with the various ways the staff at Galleywall support our son, academically and socially. It is such a joy to see him happy and excited to go to school'***

***'This school was a great choice. I am very pleased'***



## Staff Team

We are a small, friendly, professional team. Our Headteacher Sheila Cohring has many years of experience in leading our sister school Redriff as Associate Headteacher. The team is full of ideas and creativity about how our small school will grow to be the best school in London. We are also supported by our Executive Headteacher from Redriff, Mickey Kelly.



Our dedicated team includes a highly qualified SENCO and a highly skilled Family Liaison Worker - who are presently based at Galleywall weekly. They are supported by a Speech and Language Therapist who is also based at the school once a week.



## Continuing Professional Development

We believe high quality professional development is the key to outstanding teaching and learning.

We work alongside Redriff School to employ the very best Literacy and Numeracy consultants. In addition we have access to the latest Maths Mastery training through the Redriff Maths Hub. Galleywall is located a short distance from the ['Early Excellence' National Training Centre](#).

We will tailor your Professional Development to suit your needs. All of our teachers participate in training for Philosophy for Children.



<b>POSITION:</b>	Teaching Assistant	<b>GRADE:</b>	
<b>REPORTS TO:</b>	Headteacher	<b>HOURS AND WORKING PATTERN:</b>	Full Time & all year round

### Teaching Assistant for Galleywall Primary School

As part of the vibrant team at Galleywall the successful candidate will be working closely in a collaborative team led by the Headteacher. This will involve supporting the delivery of individual learning programmes, ensuring assessment of progress is up-to-date and providing creative and stimulating learning experiences for the children. This will in turn lead to excellent rates of progress from each child's unique starting point. These posts are suitable for those pursuing a career in working with children and families and who are looking for excellent opportunities to broaden and deepen their experiences. You will have the opportunity to use creativity and innovation to support the children as they are included fully in school life at Galleywall.

### **The successful candidate will bring to the role of Teaching Assistant**

#### **Pupil Support**

- Use specialist (curricular/learning) skills/training/experience to support pupils
- Assist with the development and implementation of individual learning programmes
- Establish productive working relationships with pupils, acting as a role model and setting high expectations
- Support pupils consistently whilst recognising and responding to their individual needs
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to pupils in relation to progress and achievement

#### **Teacher Support**

- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
  - Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
  - Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
  - Undertake marking of pupils' work and accurately record achievement/progress
  - Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
  - Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
  - Administer and assess routine tests and invigilate exams/tests
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

### Curriculum Support

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Implement local and national learning strategies e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

### School Support

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- 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
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings and events as required
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required
- Undertaking any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the school
- Set a good example in terms of dress, punctuality and attendance
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy

### Conditions of Service

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors.

### Special Conditions

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

This post allows substantial access to children, so candidates are required to comply with Galleywall's procedures in relation to Police checks. Appointed candidates, prior to taking up post, will be required to give written permission to Galleywall to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

### Equal Opportunity

The post holder will be expected to carry out all duties in the context of and in compliance with the Coun-

### PERSON SPECIFICATION

Key: A = Application form, I = Interview, R = Reference

Qualifications	Source of Evidence	Essential or Desirable
GCSE Maths and English minimum grade C	A	E
A level or Degree qualification	A	D
A qualification in working with children	A	D
Other qualifications relevant to supporting children with special educational needs	A	D
Experience		
Experience working with or caring for children of a primary age	A, I	E
Experience working with children with special educational needs	A, I	D
Knowledge and Skills		
Good ICT skills and an ability to use these to support learning	A, I	
General understanding of national/foundation stage curriculums	A, I	
Basic understanding of child development and learning	A, I	
An ability to undertake training in specialist programmes and implement these accordingly	A, I	
Ability to self-evaluate learning needs and actively seek learning opportunities	A, I	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	A, I	
An ability to be calm and patient when children are frustrated or stressed	A, I	
Ability to relate well to adults and children	A, I	
Ability to form and monitor appropriate relationships / personal boundaries with children	A, I	

All post-holders are expected to demonstrate a commitment to equal opportunities and a proven ability to work effectively in culturally and linguistically diverse classrooms. This person specification is related to the requirements of the post as determined by the job description.

<b>QUALIFICATIONS</b>
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>
<b>EXPERIENCE</b>
<ul style="list-style-type: none"> <li>• A proven track record of recent and successful class teaching in mixed ability classes of primary age</li> <li>• Successful experience of teaching the literacy and numeracy strategies</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>
<ul style="list-style-type: none"> <li>• Good understanding of current theory and practice of best practice in teaching and learning, particularly as it relates to achieving high rates of progress for children of primary age</li> <li>• Thorough knowledge of the National Curriculum and National Literacy and Numeracy Strategies or Early Years Foundation Stage Curriculum</li> <li>• Good subject knowledge of core National Curriculum subjects and sound knowledge of foundation subjects</li> <li>• Understanding of effective strategies for maintaining high standards of discipline within the classroom and in accordance with the school's policy</li> <li>• An understanding of equality of opportunity issues and how they can be addressed in schools</li> </ul>
<b>SKILLS AND ABILITIES</b>
<ul style="list-style-type: none"> <li>• To demonstrate the skills of a good teacher, including ability to Interest, encourage and engage pupils</li> <li>• To Provide appropriate levels of challenge, so that pupils make good progress</li> <li>• To be able to use methods and resources that enable all pupils to learn effectively</li> <li>• To understand and use assessment information effectively to plan next steps in children's learning</li> <li>• To able to secure high standards of behaviour from the children</li> <li>• You must be able to make effective use of the teaching assistants and other support</li> <li>• Enable pupils to acquire and develop new knowledge and skills with enthusiasm</li> <li>• Enable pupils to develop the skills to work independently and collaboratively</li> <li>• Enable pupils to develop self-esteem and respect for others</li> <li>• To be able to create a well organised, stimulating learning environment</li> <li>• To be able to make effective use of time</li> <li>• To have the ability to make a significant contribution to a school ethos that promotes high achievement</li> <li>• To have a commitment to raising achievement</li> <li>• The ability to work as part of a team in planning and implementing the curriculum</li> <li>• The ability to work within the framework of national and whole school policies to ensure consistency of practice</li> <li>• The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process</li> <li>• A commitment to further your own professional development and to the principle of continuous improvement</li> </ul>