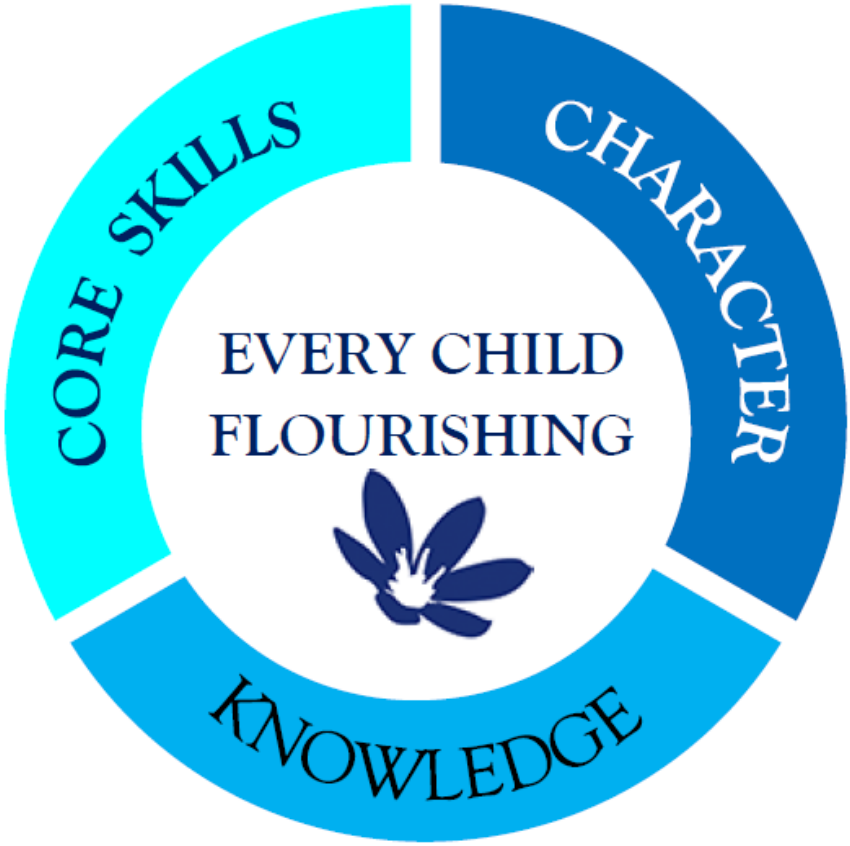
Floreat Wandsworth



FLOREAT WANDSWORTH
FULL TIME
TEACHING ASSISTANT
RECRUITMENT PACK

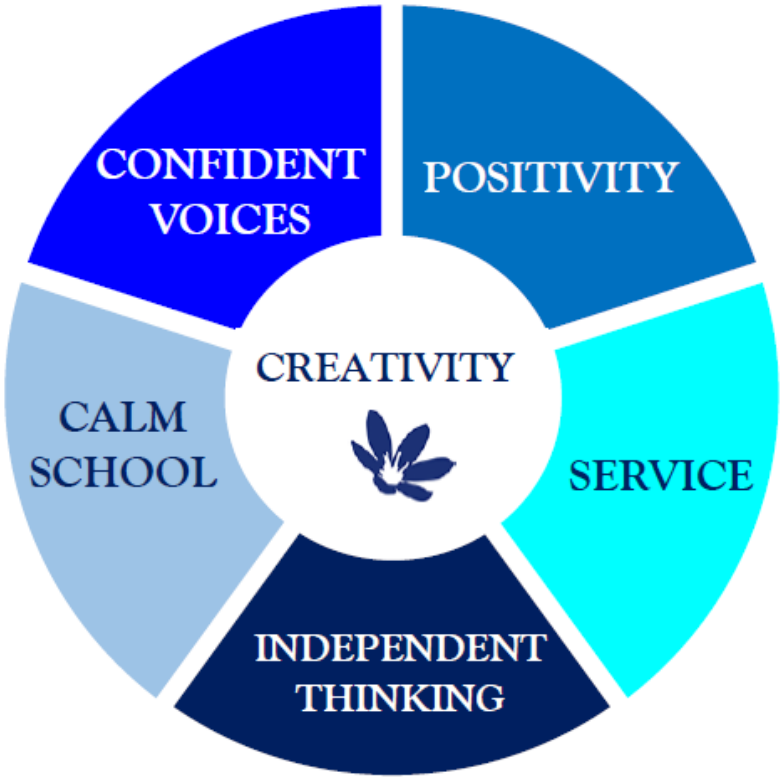
Floreat Education

OUR SHARED VISION



Floreat Education

WHAT IS EXCEPTIONAL?








Floreat Wandsworth














September 2019

Dear Applicant,

Thank you for your interest in becoming a Teaching Assistant at Floreat Wandsworth Primary School, which opened in September 2015. We are located at 305 Garratt Lane, Earlsfield, SW18 4EQ.

Floreat Education's mission is to enable all pupils to flourish by exposing them to a knowledge-rich academic education and developing their character strengths and virtues.

We are looking for a Reception Teaching Assistant to join us on our unique journey.

As a Floreat Teaching Assistant you will teach, role model and strive to exemplify virtues such as curiosity, honesty, perseverance, and how we can serve others. In return we commit to giving you the time, inspiration and support to flourish.

If you are excited by the possibility of taking on a key role in our team, then we'd love to hear from you.

Please visit our website at http://www.floreatwandsworth.org.uk/

With warmest wishes

Mr Custance

Headteacher



Appointment Details

- **Salary:** £17,934 per annum (Full Time, pro rata for 39 weeks per year)
- **Potential Extra Income:** Cover supervision hours or after school clubs may be available for an experienced/suitable candidate.
- **Reports to:** Designated class teacher
- **Start date:** As soon as possible
- **Closing Date:** Rolling. Please complete the application form as soon as possible and email it to: recruitment@wandsworth.floreat.org.uk

  You will be notified if you have been successfully shortlisted for an interview.

  If you have any queries please contact Ms Burton, School Administrator, on 020 8 353 4195.
- **Location:** Earlsfield, London
- **Contract type:** Full Time (standard hours 8am - 4pm daily) for 39 weeks per year.
- **Contract term:** Permanent. School term time only plus training days.

JOB DESCRIPTION

- Ensure all pupils follow calm routines and have outstanding attitudes to learning that will enable them to flourish throughout the school day.
- Support the personal care of pupils so that they become fully independent in all aspects of self-management.
- Teach either groups of children or individuals on a 1:1 basis as directed by the teacher. Full phonics, Maths and English training will be provided and you will be expected to model pre-cursive handwriting and Standard English in all written work and conversations with pupils.
- Plan, prepare and deliver targeted learning programmes, as directed by the teacher and under supervision.
- Ensure pupils move in a calm, dignified way during all transitions. This relates to any situation where pupils are moving around and includes:
    - Entering and exiting the classroom
    - Moving between the playground or hall and the classroom
    - Moving around the school
    - Moving from one activity to another in the classroom
- Take part in all aspects of the daily routine, including toileting, basic meal preparation and keeping areas clean and tidy. This includes supporting pupils in our daily Family Lunches during which pupils will learn good manners, to serve each other and try new foods.
- Carry out administrative duties as directed by the teacher – including preparing resources – and attend regular supervision, team meetings and training as required by the Class Teacher and Senior Leadership Team.
- Create and maintain display boards as directed by the teacher.
- Assist with the supervision of children under the direction of a teacher (e.g. on a school trip) ensuring their safety and well-being.
- Role model Floreat's core values of curiosity, honesty, perseverance, and service to others.
- Support a culture and ethos that is utterly committed to high academic achievement and the development of good character.
- The post-holder may be expected to undertake other tasks commensurate with the post and level of responsibility, and as directed by the teacher or Headteacher.

Staff Handbook

The Staff Handbook sets out the requirements of all staff. All expectations laid out in the handbook must be adhered to by this post-holder.

Breaks

A paid morning break is scheduled for 15 minutes every day.

Lunch breaks are scheduled for half an hour (full time only).

Staff Flourishing

We will do everything we can to support you on your journey in becoming a fully qualified teacher.

PERSON SPECIFICATION

1. A passion for working with primary aged children and a determination that they will become knowledgeable and virtuous.
2. A desire to work with honesty, perseverance and curiosity, and in service of all the learners – including adults – in our school.
3. Good literacy and numeracy skills.
4. Ability to follow direction promptly and effectively and appreciation that feedback is a gift, given for your benefit and the benefit of your pupils.
5. Initiative and confidence to teach pupils effectively under the direction of the class teacher.
6. Willingness to sing, organise games and play actively with pupils.
7. Ability to manage pupils in a positive and calm way so that they achieve the highest standards in their learning.
8. Ability to maintain high levels of attendance and punctuality, arriving on time for each session and duty of the school day.
9. Ability to maintain confidentiality in all situations.
10. Ability to communicate in a constructive way.
11. Ability to manage administrative tasks and class displays to the standard expected by the class teacher.
12. Ability to remain calm and positive when under pressure.
13. An understanding of equal opportunities and inclusion in a school setting.
14. Willingness to follow all of the policies of the school, including those for safeguarding and health and safety.
15. Willingness to use ICT and develop skills in this area.
16. Enthusiasm for learning and a 'can do' approach to work in school.

SAFER RECRUITMENT

Floreat is committed to safeguarding and promoting the welfare of children and young people in our schools. In order to meet this responsibility, our schools follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail on request.

Disclosure

Floreat requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

Application

Complete the application form as soon as possible and email it to: recruitment@wandsworth.floreat.org.uk
If you have any queries please contact Ms Burton, School Administrator, on 020 8353 4195, during term time.

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

Shortlisted candidates will be invited to attend an interview. We will be assessing all candidates on their commitment to our values and high expectations. During interview candidates may be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

As appropriate, references from your previous and current employer will be taken up prior to interview. Where necessary other previous employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Floreat with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.