

Recruitment
Pack



Welcome from the Head

Thank you for your interest in City Junior School. I am delighted that you are considering applying for a role with us.

City Junior School opened its doors in September 2022 to 150 pupils and will continue to expand until September 2025 when we will have a full school of 300 children. This is an exciting time to be joining our school as we grow into our new setting.

CJS is a happy, supportive and stimulating school which encourages children to develop as well-rounded, down to earth individuals with a lifelong love of learning. We place kindness and compassion at the heart of our school; we are a close-knit and caring community. Our curriculum is forward-thinking, creative, ambitious and fun. Our children are confident learners and agile thinkers.

We are an academically selective school, with a 7+ entry point. Following Year 6, our pupils go on to either City of London School for Girls or City of London School, and we are proud to work in partnership with our parent senior schools as well as the other schools within the City of London family of schools. For teachers and support staff there are rich opportunities for professional development and partnership work across this wider network.

Our school is located within Gray's Inn, a peaceful haven right in the heart of bustling London. We are fortunate to have access to the green spaces for playtimes and lunch is enjoyed in the historic setting of the Inn's hall. Games lessons take place at nearby Coram's Fields or at our senior schools, and we make the most of all that the City has to offer by heading out on trips regularly.

The building in which our school is housed is a former law school that has undergone a complete redesign and refit. The result is a light filled, modern, fully accessible, child friendly space where everyone can learn and work in comfort. In addition to our twelve classrooms, we have specialist spaces for science, art, drama, PE, music and DT. There are five music practice rooms and a hall for assemblies, indoor PE lessons, performances and productions.

Applications are encouraged from a range of backgrounds, who will be committed to the ethos and values of City Junior School and its parent schools, and who will be ambitious for both the school and themselves. If that sounds like you, I look forward to receiving your application.



Rachel Thompson
Head of City Junior School



Staff benefits & development package

Staff remuneration

The school has a generous salary scale which is based on qualifications and experience. Teaching staff are automatically enrolled into the TPS. A contributory pension scheme is available for support staff.

Staff discounts

Annual season ticket loans, cycle loans, shopping discounts and reductions on ticket prices at the Barbican are among the range of benefits available to all staff.

Employee assistance

The school offers a free and confidential employee assistance helpline.

Staff fee remission

A staff fee remission scheme is available to members of teaching staff for children attending one of the four City independent schools. The rate is currently 50% (pro rata) of full fee for up to seven years. Further details can be supplied to applicants invited to interview upon request.

School lunches

All staff can enjoy a two course lunch in the Hall at Gray's Inn, and there is a daily supply of fresh



fruit, tea and coffee available in school.

Collaborative learning communities

We believe that a teacher's learning is greatest when it is structured in a way that makes it collaborative and focused on sharing and exploring best practice through meaningful enquiry. Our approach to professional learning communities is embedded as the main source of pedagogical development and has regular dedicated time within the school week.

All teachers are members of a professional learning group, where they commit to trying out new ideas over an agreed timeframe and carry out mutual observations. Such an open and collaborative approach to developing their own practice has been shown to have the biggest impact on classroom practice, teachers' thinking and ultimately outcomes for pupils.

Training and INSET

The school is thoroughly committed to supporting the professional development of staff and we believe that staff learning is as important as pupil learning at CJS. Staff have five dedicated INSET days for training each academic year. Within the City family of schools, there are frequent opportunities for collaborative professional development and partnerships

There is a generous training budget for courses. In addition, the school provides financial support for staff seeking to undertake more substantial courses of study that are of benefit to the school as well as to the member of staff. Every year it supports members of staff who wish to undertake further study, for example: a Masters in Education, NPQH, ISQAM, etc, and non-leadership qualifications, such as a Child, Adolescent and Family Psychotherapy program, etc. There are further opportunities for staff to further develop their expertise within our various school partnerships.

Regular in-school training is kept relevant and stimulating. It covers a comprehensive range of issues relating to pedagogical, technological, professional and pastoral aspects.



Early Career Teachers and applicants new to teaching

The school will be fully accredited to participate in the IStip ECT Induction Programme in order to provide qualified teacher status. Teachers receive the appropriate time remission in their ECT years to facilitate mentor sessions, training and preparation. Additionally, CJS is fully committed to initial teacher training and works in partnership with a range of Higher Education Institutions offering placements to their PCGE students at the school.

New staff induction

A high quality and comprehensive induction programme will be led by the Deputy Head with sessions running throughout the year for all new joiners. The school supports new teachers by providing extensive feedback through lesson observations, coaching and individual meetings. In addition to a New Staff Induction Day, additional training sessions focus on pastoral care, monitoring progress, assessment for learning, mobile technologies and career progression.

Personal development and appraisal

At CJS, the Personal Development and Appraisal process is designed support the on-going development of individuals and is achieved, in part, through providing regular opportunities for reflection and discussion in dedicated meetings with a senior colleague or Line Manager. It is intended that through discussions staff receive encouragement in their desired development, and any relevant support is identified and actioned.



Staff wellbeing

At CJS we are committed to promoting the best possible wellbeing of all our staff. Our Wellbeing Committee will be comprised of teaching and support staff. Its work will focus on addressing issues from the annual staff wellbeing survey, as well as organising regular social events.

All staff at CJS also have access to the City of London Corporation's CityWell events and initiatives, as well as confidential helplines offering support in all areas of life.

Career progression

Staff are encouraged to take on additional responsibility and there are significant opportunities for internal promotion across a range of positions.

Staff turnover is a healthy balance of people staying at the school to further their careers, and using the school as a springboard to new opportunities.



Conditions of service

Equal opportunities

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age. The school's Recruitment Policy is available to read on the school's [website](#).

Safeguarding

CJS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection Policy, which is available on the school's [website](#), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced Disclosure and Barring Service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the Disclosure and Barring Update Service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to and ensure compliance with the school's Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead.





JOB DESCRIPTION	
Job Title	Classroom Assistant
Department	City Junior School
Grade	B
Location	CJS, 4 Grays Inn Place, London, WC1R 5EY
Responsible to	Head

Purpose of Post

The classroom assistant will:

- Supervise children during during the school day, with the possibility of assisting with breakfast and afterschool club duties (hours and responsibilities will be discussed at interview).
- Work with class teachers to raise the learning and attainment of pupils
- Promote pupils' independence, self-esteem and social inclusion
- Give support to pupils, individually or in groups, so they can make excellent academic and pastoral progress
- Supervise and engage with children to ensure they play safely and happily at break times and lunchtimes

Main Duties & Responsibilities

1. Teaching and learning

- Ensure all pupils are appropriately supported in all aspects of their learning, by adopting strategies as directed by the teacher
- Encourage and support the learning of individual pupils or small groups by complementing teaching and learning strategies deployed by the teacher
- Prepare appropriate resources for lessons as directed by the teacher
- Accompany teachers and pupils on educational visits
- Liaise with the teacher to ensure the effective delivery of the curriculum for all pupils and to help raise the standards of achievement
- Contribute to discussions with the teacher on the development of work and support programmes for pupils, to further support learning or behaviour
- Use ICT skills to advance pupils' learning
- Supervise a class if the teacher is temporarily unavailable

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress

2. Pastoral care

- Liaise with the class teacher on the implementation of appropriate strategies to ensure that all pupils are supported pastorally
- Ensure that all pupils are adequately supported in the acquisition of personal skills through either direct or indirect intervention strategies as directed by the teacher
- Under the direction of the teacher and in line with the ethos and values of the school, promote and model positive behaviour
- Uphold the school Code of Conduct / Behaviour Policy through effective delivery of its aims
- Provide pastoral support for all pupils to encourage their social and emotional stability and development
- Assist with the supervision of pupils in the playground and at lunchtimes to further support pupils in their learning
- Administer first aid (training will be provided)
- Engage with children to ensure they play safely and happily at break times and lunchtimes

3. Management of resources

- Ensure that classroom resources are maintained effectively and available as required
- Assist in the preparation and creation of attractive, informative and interactive learning displays
- Prepare work and activities in advance of the lesson to ensure that the learning resources are effective and accessible in order to achieve the learning outcomes

4. Communications

- Where appropriate, develop a relationship to foster links between home and school, and to keep the school fully informed of relevant information
- Be aware of confidential issues linked to home / pupil / teacher / school
- Work collaboratively with colleagues to effectively meet the needs of all pupils
- Communicate concerns and observations to the relevant person regarding health and safety issues and child protection issues to maintain the school's duty of care, and where appropriate record concerns and observations using the school's online safeguarding software.

5. Training and development of self and others

- Where appropriate, to assist in the induction, development and support of other Classroom Assistants in their role
- Participate in training activities and sessions offered by the school and other external agencies in order to further relevant knowledge and skills

6. General requirements

Classroom assistants will be required to follow school policies and the staff Code of Conduct.

- Contribute to the school's programme of co-curricular activities
- Support and contribute to the school's responsibilities for safeguarding students
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.

- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- Undertake other reasonable duties related to the job purpose required from time to time



PERSON SPECIFICATION	
Job Title	Classroom Assistant
Department	City Junior School
Grade	B

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

- GCSE or equivalent level, including at least a grade 4 (previously grade C) in English and maths
- First aid training, or the willingness to complete it

Experience Required, including Budget Holding Experience (if appropriate)

- Relevant experience in an educational setting
- Demonstrable evidence of establishing positive relationships with children
- Demonstrable evidence of experience in supporting children in a learning environment
- Relevant experience in the promotion of reading and literacy

Technical Skills

- Ability to demonstrate active listening skills
- Ability to use language and other communication skills to which children can relate
- Ability to empathise with the needs of children
- Ability to work effectively with other colleagues
- Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes
- Good organisational skills
- Excellent verbal communication skills
- Ability to remain calm and positive in a busy school environment

Other Relevant Information eg. working hours or desirables (only if applicable)

- A good standard of education, particularly in English and Mathematics
- Knowledge of appropriate First Aid procedures
- Knowledge of National Curriculum requirements for Key Stage Two
- Knowledge of the use of technology e.g. Outlook, Word, Excel, PowerPoint
- Knowledge of safeguarding procedures

Recruitment - Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.