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Dear applicant

**Early Years Higher Level Teaching Assistant
Required for September 2018 (this is a permanent post)
37.5 hours per week, Term time only, plus inset days.
Range A2 (Scale 4 scp 18-21) on the current APT&C / GLPC pay scale, (full time equivalent
£21,546-23,610)**

Welcome to St Thomas' and thank you for showing interest in the above post. The purpose of this letter is to tell you about our school and its aims.

St Thomas' CE Primary School is a one-form entry school with a nursery class. It is situated near to the Portobello Road (with many shops, market stalls and eating places). We are very pleased to have moved into a new state-of-the-art school in January 2009. When people visit our school they frequently comment on our calm and beautiful learning environment which is extremely well-resourced. The other thing that strikes them is how friendly and welcoming our staff and pupils are.

Our school aims to serve the local community which is culturally and socially diverse. Over half of the children come from families living on income support. Many of our children speak English as an additional language; the largest minority language being Arabic. We have children from the Caribbean, Africa, Asia, Europe and many other countries, and value enormously the richness of experience that these children bring with them by regularly celebrating throughout the school year.

We benefit from strong links with St Thomas' Church which is located nearby. Whilst we warmly welcome children from all faiths, our mission statement - 'learning together, playing together, praying together' - is very much rooted in our Christian values of forgiveness, friendship, respect and perseverance.

My main aim, as the head teacher here, is to raise standards of achievement for all the children, and supporting staff members in enabling this to happen. We recognise the worth of all members of the staff team working together, aiming to promote a positive learning environment with the highest expectations for all.

In the role of Higher Level Teaching Assistant, we are looking for a person who is friendly and approachable and committed to helping children with their learning and pastoral needs. You will be working in St Thomas' nursery and will often be the first point of contact for parents, so you must be well spoken, well-presented, calm and patient, with an efficient and organized demeanour. Integrity and confidentiality are key attributes, along with sensitivity, discretion and empathy. Effective communication skills, and an understanding of how very young children learn will also be important.



Headteacher: Sarah Bouette
Deputy Headteacher: Ian McDonald

Visits to St Thomas' are encouraged and welcomed. Please contact the school office on the number above to arrange a tour.

The recruitment process includes several stages. Shortlisting takes place on Monday 9th July and candidates will be judged by the level to which they fulfill the person specification criteria in their application. In their supporting statement candidates should make sure they address the person specification. Please note, applications will only be considered if they include a fully completed application form - CVs are not acceptable alternatives. When completing the application form, candidates should give a full work history and account for any gaps in employment. Applications can be sent either by email or post. If applications are by email they should include the application form and supporting statement as 2 separate files.

When selecting referees, candidates must give details of two referees, the first of which must be the current or most recent employer, or the Head teacher. Candidates need to be sure that their referees are willing and able to provide a reference in a timely manner. If shortlisted, candidates should be aware references may be taken up before interview and the content of the reference could be discussed at interview. In addition, we may approach previous employers who have not been identified by candidates as a referee and we may seek further information from referees who have supplied a reference. Previous employers will be asked whether there are any concerns about your suitability to work with children. These crucial steps are part of our safer recruitment process and reflect our safeguarding policy.

The closing date for applications is Monday 6th July at 12 noon. Interviews will be held on either 6th or 9th July.

On behalf of the governors of the school, may I thank you again for your interest in this position and I look forward to receiving your completed application.

Best wishes



Sarah Bouette
Head teacher

Safeguarding Statement

St Thomas' CE Primary School is committed to ensuring the welfare and safety of all our children in school. We believe that pupils have a right to learn in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any pupil in distress and are confident about applying the safeguarding processes to avert and alleviate any such problems.

Safeguarding is about ensuring that everyone is safe from harm – safe from bullying, safe from people who could abuse, safe from discrimination or harassment – and that we all feel safe in our environment.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.