



Teaching Assistant  
**Newington Green Primary School**  
NG/536

Closing date: 8.00am on Monday 25<sup>th</sup> September 2017



Letter to applicants

Advertisement

Job Description and Person  
Specification

School Information

How to Apply

# Newington Green Primary School

Matthias Road, London N16 8NP

Tel: 020 7254 3092 Fax: 020 7275 9061

Email: [admin@newingtongreen.islington.sch.uk](mailto:admin@newingtongreen.islington.sch.uk)

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

Headteacher: Abi Misselbrook-Lovejoy



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Dear Applicant,

I am delighted that you are interested in joining the team here at Newington Green.

This pack provides some more detailed information and will hopefully give you a good insight into the school's ethos. Newington Green is a happy, dynamic school with high expectations of its pupils. It serves a diverse, inner London community and works with a wide range of partners.

We need a Teaching Assistant who will thrive on a challenge, enjoys working as a team and who will not be scared of trying new ways of doing things. **To work here you will also need to be passionate about improving the life chances of pupils and their families. For our children an excellent education will make a defining difference in their lives- and it essential that we recruit staff who share our commitment.**

We are a good school working towards being outstanding at our next inspection. You will find a friendly and committed staff who really believe in our children and their ability to positively affect children's lives.

To be appointed to our school we will expect you to be committed to improving pupil's life chances, through doing your job to the best of your ability every day; in delivering a high quality, beautiful and safe learning environment.

You can expect from us a school committed to your professional learning, a supportive leadership team and wonderful group of support staff, including office staff, learning mentor, home school worker, Higher Level Teaching assistants and Teaching Assistant colleagues.

I would love you to visit us and get a sense of what Newington Green is all about. Please call the office and make an appointment. I am also happy to discuss applications over the telephone.

Yours sincerely

Abi Misselbrook-Lovejoy  
Headteacher



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## Teaching Assistant Roles

Salary Grade Range: Scale 4 Points 18-21

Actual Salary Range: £15,973.66-£17,291.85

Contractual Status: Fixed Term until 31/08/2018, Term Time Only

Hours: 30 hours per week

The Headteacher and Governors at Newington Green Primary School would like to appoint Teaching Assistants for September 2017.

We are looking for Teaching Assistants who are interested in working in a class based role, or one to one role for children with Special Educational Needs, across the age range from 3-11 years old. Preferences can be discussed at interview.

Please see Job description and Person Specification below, and also reasons why staff work at our school. Core hours are 9.00-3.30, Term time. The role also includes lunchtime supervision.

As a school we are committed to supporting Teaching Assistant's professional development. We have a strong track record of supporting our Teaching Assistant staff into future chosen career paths including Teaching, Educational Psychology, Subject Specialisms, Clinical Psychology, SEN specialists, and further study e.g. Masters and PHDs.

The role of teaching assistant will have a major impact on the quality of Teaching and Learning. We are looking for someone who can:

1. Demonstrate successful experience in a primary setting.
2. Work as part of the staff team at the direction of the HLTA/Assistant Headteacher /Class Teachers to support teaching provision and pupils' learning.
3. Under the guidance of AHT/HLTA, 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.
4. At the direction of Class Teachers/HLTA, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
5. Support and deliver the programmes for teaching literacy and numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, pupil targets and learning objectives.
6. 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.

Newington Green is a vibrant and welcoming school, situated on the borders of Hackney, but within the London Borough of Islington. Please see our website [www.newingtongreen.co.uk](http://www.newingtongreen.co.uk) to find out more about us! Visits to the school are actively encouraged please contact the school office to arrange a time on **0207 254 3092**.

**Closing date for applications:** 8.00am on Monday 25th September 2017.

**Shortlisting:** Monday 25th September- all candidates contacted in afternoon.

**Interviews held:** Thursday 28th September and Friday 29th September 2017

Please [click here](#) to apply. If you need assistance please email us at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **NG/563**

*Newington Green Primary School 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. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.*



## **Newington Green Primary School**

**POST TITLE:**            **TEACHING ASSISTANT LEVEL 2**

**GRADE:**                **Scale 4 Points 18 - 21**

**Performance Managed by: HLTA**

### **PURPOSE OF THE JOB**

To provide support for pupils, the teacher and the school in order to raise standards of achievement for all pupils (e.g. SEN, EAL, GT, all underachieving groups).

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

### **Main Duties**

1. Work as part of the staff team at the direction of the HLTA/Assistant Headteacher /Class Teachers to support teaching provision and pupils' learning.
2. Under the guidance of Class Teachers/HLTA, 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 Class Teachers/HLTA, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
4. Support and deliver the programmes for teaching literacy and numeracy (e.g. the National Literacy and Numeracy Strategies) by delivering of ALS, ELS, FLS etc., 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 Class Teachers/HLTA, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.

10. In collaboration with Class Teachers/HLTA, communicate and liaise with parents and carers to facilitate the progress and inclusion of pupils
11. 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.
12. 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 Development 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 in aspects of the National Literacy and Numeracy Strategies, or Key Stage 3 Strategy, in behaviour management or particular areas of learning need. 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

## PERSON SPECIFICATION GRID FOR TEACHING ASSISTANTS

The person specification sets out the criteria to be used in determining whether an individual is likely to be able to undertake the duties in the job description.

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
E1. Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).	✓	✓	✓
E2. Attend induction training (for level 1 a willingness to attend); NLS, NNS, ALS, ELS, FLS training as appropriate and training relevant to the post.	✓	✓	✓
E3. Attend school training sessions.	✓	✓	✓
E4. Experience of working with children (either paid or unpaid capacity) preferably in an education setting.	✓	✓	✓
E5. Working towards NVQ level 2 or other recognised qualification.	✓		
E6. Hold NVQ level 2 or equivalent or other accredited qualification.		✓	
E7. NVQ Level 3 (or working towards) or equivalent accredited qualification.			✓
E8. Working towards NVQ level 3 or equivalent accredited qualification.		✓	
E9. Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.			✓
E10. Able to form and maintain appropriate professional relationships and boundaries with children and young people.	✓	✓	✓
E11. Ability and willingness to work as part of a team	✓	✓	✓
E12. Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.	✓	✓	✓
E13. Ability to communicate effectively with a range of people.	✓	✓	✓
E14. Ability to organise the classroom activities e.g. preparing and setting out resources (under direction).		✓	✓
E15. Ability to organise the classroom activities	✓	✓	✓

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
<p>e.g. preparing and setting out resources and implementing strategies for T&amp;L (under direction).</p> <p>E16. Ability to deal with sensitive information in a confidential manner.</p> <p>E17. Understanding of basic First Aid procedures.</p> <p>E18. Knowledge of the requirements of the national literacy and numeracy strategies.</p> <p>E19. Knowledge &amp; understanding of the National Curriculum including the literacy and numeracy strategies.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p>
<p>E20. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.</p> <p>E21. A commitment to deliver services within the framework of the school's equal opportunities policy.</p> <p>E22. Understanding of and commitment to work within the scope of school policies and procedures.</p> <p>E23. Knowledge &amp; understanding of the school's health and safety policy.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p>E24. An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.</p> <p>E25. Willingness to attend and participate in meetings to review pupils' progress.</p> <p>E26. An awareness of the learning and physical needs of the pupils.</p> <p>E27. Ability to monitor and evaluate pupils' performance.</p> <p>E28. Ability to update and maintain accurate pupil records using the school's systems in place.</p> <p>E29. Ability to deliver NLS units to groups of pupils e.g. ALS, ELS, FLS.</p> <p>E30. Ability to undertake and take a lead responsibility e.g. to act as co-ordinator for other teaching assistants, to co ordinate training programmes, organise reading recovery programmes etc.</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

EDUCATION, EXPERIENCE & ABILITIES	LEVEL 1	LEVEL 2	LEVEL 3
E.31. To induct new TAs			✓

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Headteacher: Abi Misselbrook-Lovejoy



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## Information about the school

You can find more information about our school from:

[www.newingtongreen.co.uk](http://www.newingtongreen.co.uk)

Newington Green is a vibrant, two form entry school, with Nursery, serving a diverse community in Islington. The majority of pupils are of minority ethnic origin with Turkish, Somalian and Bengali being the largest ethnic groups in the school. The school has approximately 50% free school meals entitlement and over 25 languages spoken as first languages in the homes of its pupils.

The school has just finished a multimillion pound refurbishment to the main building. The quality of the learning and working environment is now exceptional. Classrooms have bespoke storage, we have a cookery suite, performance hall, gym hall, dining hall, and group rooms for each year group. In summer 2016 we have having our EYFS and KS1 playgrounds redeveloped ready for September 2016.

On our website you will find many of our school policies. In particular the Learning Policy, Behaviour Policy and Marking and Feedback Policy will help give you an idea of how we work and our expectations here.

We are a school working hard towards being outstanding. We were rated good at our last inspection and in some areas we already demonstrate outstanding practice, such as in pastoral support and child protection.

You will find the school improvement priorities on our website. These priorities link to all staff performance management objectives and will give you a favour of what we are currently developing this academic year.

The very best way to find out if Newington Green is right for you is to come and visit us! This will give you a real sense of what it would be like to work here. Our Headteacher is always delighted to show candidates around and talk informally about posts available.



## Why do staff work here?



Donna

Before I had even finished a tour of the school I knew that Newington Green was where I wanted to work. This was back in May 2011 and my original feeling still applies. The feeling of 'coming home' when I first began working at the school was built on the strong community feel and the supportive nature of the school; pupils, staff and parents.

My role at that time was as an HLTA (Higher Level Teaching Assistant) working specifically with pupils across phase 2 individually, in groups or as a whole class and working with the TA team across this phase.

Over the years my role has been allowed to grow and develop as I did, building on my skills and nurturing them through targeted support and training. This has culminated in my current position in Newington Green as the ICT lead, providing ICT and Computing across the whole school community. The resources which support this, and the use of technology across the curriculum, are constantly being upgraded, an essential feature in our ever changing world.

Every morning though, even though changes are occurring all around us, I still consider myself privileged to be working with the pupils, staff and parents of Newington Green and long may that continue.





Sue

My children went to Newington Green and did extremely well in their SATS. I believe this school is the hub of the community and I enjoy working here so much that I have done it twice! In 1994 I started working as a Teaching Assistant and learnt so much that I believed I could go back to banking and enjoy it – but I was wrong and I missed the children, staff and the whole community.

In 2004 I came back to work at Newington Green as the School Bursar. I soon loved the school environment, children learning, playing and laughing. I have now been back 10 years and have progressed from Bursar to School Business Manager. The school sponsored my qualification through the National College of School Leadership.

I am not saying it has always been easy- but I have enjoyed the journey from dealing with the school finances to now dealing with every aspect of the school; finance to human resources, children feeling unwell to cuts and bruises! Children make you laugh and bring joy to your life. I can honestly say that it is the only job I have ever done in my life which I have enjoyed this thoroughly. I believe it's a privilege to still be working here and wouldn't change it for the world.





Cheska

I joined the team at Newington Green in 2013 and since then I have developed a wealth of professional skills. Previously, I have led science across the school which has given me the opportunity to work with all members of staff providing feedback, support and training as well as providing training across the borough of Islington. I enjoyed the chance to share ideas and good practice with other leaders as well as implementing these in my own school setting.

In 2015, I was given the opportunity to attend the 'Developing Middle Leaders' course. Shortly after completing this, I achieved the role of Assistant Headteacher and Maths leader at NGPS.

Working at Newington Green has allowed me to develop both as a teacher and leader. Having such a strong and supportive team around me, I have recognised my strengths and been able to work effectively to ensure my practice is always of a high standard.

### Why work at Newington Green Primary School?

We have new, state of the art environment to work in, with a large staff room, specialist spaces and teacher work area.

PPA for teachers is allowed to be taken at home, making this time flexible if needed.

NGPS teachers all have IPADS which assist work in the classroom and at home for preparation of lessons. All staff can have remote access to school drives at home, so that planning or preparation can be seamless between home and school, if required.

NGPS is well funded compared to other London schools, and this means we have a very high support staff to pupil ratio. Most classes have at least 1 full time equivalent support staff person as well as a teacher.



NGPS has a full time Resource Manager, who contributes to lowering teacher workload through provided reprographics, resources for lessons and ordering of teaching resources.

NGPS has reviewed its lesson planning requirements so that non- newly qualified teaching staff have limited planning requirements in terms of lessons. This contributes positively to managing teacher workload.

NGPS has a full time learning mentor who supports children in accessing the curriculum and children who are on specific behaviour plans. This supports you in class room teaching.

NGPS offers a discount for staff who have their children in our childcare provision after school. NGPS supports staff with travel costs to work through the salary scheme linked to Transport for London(annual travel pass) and the cycle to work scheme.

NGPS has a clear policy for staff who have children attending our school. This ensures clarity for staff who are parents about procedures. NGPS can also liaise with Islington about priority admission places for teaching staff.

NGPS has a dedicated Deputy Head for teacher professional development. She leads the Teaching Learning Community, which means that staff are exposed regularly to up to date research on pedagogy. Here, you will always be at the cutting edge of practice.

Running late in the morning? NGPS can offer a hot breakfast at a low cost to all those that need morning fuel! Likewise, at lunch!

NGPS has a Masters Policy in place to support teaching staff who wish to undertake Masters Level study.





## How to Apply

Thank you for your interest in this post.

To apply, please [click here](#) or alternatively, please apply online at [www.islington.gov.uk](http://www.islington.gov.uk) following the jobs link.

Your application must be submitted on-line no later than **8.00am on Monday 25<sup>th</sup> September 2017**.

In addition, please note the following:

- CVs will not be accepted.
- References will be sought for short listed candidates prior to the interview date.
- For support staff, this post is subject to a period of 6-month probationary period. This also applies to candidates coming from Local Government.

Should you have any queries please email us at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **NG/536**.

Yours sincerely

Schools HR Department, Islington Council