



Deptford Park Primary School

Teaching Assistant



*Evelyn Street
Deptford
London SE8 5RJ
0208 692 4351*



Evelyn Street, SE8 5RJ

Tel: 020 8692 4351

Fax: 020 8694 0116

E-Mail: info@deptfordpark.lewisham.sch.uk

Web: www.deptfordpark.lewisham.sch.uk

Wednesday 31st October 2018.

Teaching Assistant

Scale 3 (£21,430 - £22,082) term time only Dependant on Experience and Qualifications

Please note: Salary will be Pro Rata for Term Time Only and Actual Hours Worked (Approx. 25 per week)

Thank you for requesting details of the above vacancy. You are welcome to visit the school. If you wish to visit please ring for an appointment.

Please note that applicants must submit a hard copy of your application form. It is imperative that you post or deliver a hard copy to the school address. We will not open e-mail attachments.

The closing date for applications is Friday 23rd November 2018 at 12 noon.

Shortlisting will be in the following week.

We regret that only shortlisted applicants will be contacted.

Interviews will be held on Wednesday 5th December 2018.

Sincerely,

Ken Johnson

headteacher@deptfordpark.lewisham.sch.uk

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour

Aims and Values

At Deptford Park we believe learning should be fun and that you never grow too old for new learning. We are committed to preparing our young people for life and the challenges they may meet. We are an inclusive school and believe that all children in our community should have access to learning at our school irrespective of ability.

We want:

High Standards for all because every child matters.

A rich and broad curriculum, which includes opportunities for all children to learn and achieve.

Opportunities for spiritual, moral social and cultural development.

To prepare children for the opportunities, responsibilities and experiences of life.

To work in partnership with parents to raise achievement.

To make our school an interesting and stimulating place to learn and visit.

Take active steps to combat disadvantage and aim to provide equal opportunities for excellence.

To make our school a safe place for everyone.

To welcome and respect people from all races and groups.

To help everybody feel that they have a contribution to make to the life of the school.

To help all children see that they can be successful.

We will expect the best of all children.

If we care about the children, we must care about high standards for all. We are committed to learning and continually improving and developing our school

Core Values

1. High Standards for all because **every child matters.**
2. Put children and families **first**
3. Take **pride** in what we do
4. **Respect** others
5. **Strive** to be the best
6. Act with **integrity**
7. Act **sustainably**

High Standards for all

- every child matters.
- A rich and broad curriculum, which includes opportunities for all children to learn and achieve.
- Opportunities for spiritual, moral social and cultural development. We prepare children for the opportunities, responsibilities and experiences of life.
- We work in partnership with parents to raise achievement.
- A beautiful physical environment and a climate of hope.
- We take active steps to combat disadvantage and aim to provide equal opportunities for excellence.

Putting Children first

- Caring for children as individuals
- Treating children with compassion
- Judging every issue by considering the outcome for the child
- Giving priority to actions that will improve the educational offer and promote well being
- Listening to and acting on the views of children and their carers

Taking pride in what we do

- Leading by example
- Promoting confidence in colleagues, teams and the organisation
- Recognising and rewarding achievement
- Valuing our workplace
- Celebrating success
- Learning from experience

Respecting others

- Showing commitment to working together
- Contributing to effective teamwork
- Supporting and collaborating with colleagues
- Appreciating and celebrating diversity in our children and staff
- Engaging with and supporting our local community
- Working in partnership with others outside the school

Striving to be the best

- Constantly seeking to improve quality and efficiency
- Eradicating waste of resources, time and effort
- Seeing change as an opportunity rather than a problem
- Challenging the status quo
- Tenacity in achieving goals
- Resilience in the face of setbacks

Acting with integrity

- Maintaining the highest standards of behaviour and accountability
- Openness and honesty in communication
- Working to ethical principles
- Respecting confidentiality
- Doing the right thing for the right reasons

Acting sustainably

- Reduce our impact on our environment
- Recycle
- Close doors and windows
- Turn off lights and electrical appliances when not in use
- Conserve water & heating
- Reduce photocopying



Evelyn Street, SE8 5RJ

Tel: 020 8692 4351

Fax: 020 8694 0116

E-Mail: info@deptfordpark.lewisham.sch.uk
Web: www.deptfordpark.lewisham.sch.uk

October 2018.

Background information

Dear Candidate,

Thank you for your interest in our school. All visitors describe the school as a 'special' place and I have to agree with them that there is just something about the school that sets it apart as an exciting place of learning.

Judged to be "Good" in our last two Ofsted inspections, our school aims for high academic standards for all, but at the same time embodies the broadest possible definition of education. It is open, welcoming and inclusive towards parents, children and the community.

Deptford Park is a larger than average school in the Evelyn ward within Lewisham. The school draws most of its pupils from the immediate area, which is one of high socio-economic disadvantage. We believe in education as a force for social justice and our context is not used as an excuse for under-attainment. Our children are hungry to learn and parental expectation is high. Our commitment is to providing our children with a good education and the basic skills so they can make genuine life choices and escape from a cycle of poverty. At this school every child does matter and we do all we can to make a difference.

The current roll is 637 infant and junior children. The Nursery has 50 part-time places, 25 in each session. Our intake is up to 90 children and we currently have 3 forms of entry.

Our children love to show off our school, please come and meet us and see our fantastic site and facilities. We have good arts facilities which include a sprung dance hall, dedicated art classroom, and a professional performance space.

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour

The school's focus is firmly fixed on learning; children's, teachers', support staff and the school's capacity for learning. We have found that this leads to improvements in children's motivation, behaviour, engagement in learning and learning outcomes.

We have a strong CPD ethos, which is delivered through weekly staff meetings and whole school Insets as well as through external providers and Peer Mentoring. There are also opportunities to share your skills and strengths across a consortium of local schools who share ideas and skills to promote excellence.

Our staff team are extremely committed and hard-working, together with our children they are our greatest asset. Collegiality is a strong feature of the school and there is a heart-felt belief that our success is collectively achieved. We have a very skilled and experienced support staff team.

The children are vibrant, purposeful and enjoy coming to school. They expect their learning to be fun. I do hope that you will want to join our community of learners and play a role in shaping the school as it continues to grow. Much has been achieved, but there is more to be done. We need dynamic and creative teachers, who see themselves as learners, who are resourceful, resilient and not afraid to take risks. Teachers who can bring learning to life as an active process that children want to be part of.

Our bespoke curriculum has been designed by our staff and Governors to excite and challenge our children and is constantly reviewed to ensure it is relevant to our children.

If you enjoy working with children and have a passion for learning you could be part of our team of learners here at Deptford Park.

We look forward to receiving your application.

A handwritten signature in black ink, appearing to read 'Ken', with a stylized, cursive script.

Ken Johnson



Evelyn Street, SE8 5RJ

Tel: 020 8692 4351

Fax: 020 8694 0116

E-Mail: info@deptfordpark.lewisham.sch.uk

Web: www.deptfordpark.lewisham.sch.uk

October 2018

Job Description for Teaching Assistant post

Reporting to: Headteacher/Leadership Team/Senior Management Team/The class teacher/SEN Co-ordinator/Leading TA

Main purpose of the job

The Teaching Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the teacher/senior staff: will work with individuals/groups to supervise physical/general care of pupils, including those with SEN; enable access to learning for pupils and assist the teacher in the management of pupils and the classroom.

Main duties and responsibilities

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Head Teacher: Ken Johnson
Deputy Head: Leona Baffour

SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive and supportive relationships with parents/carers and pupils
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support eg. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Supply the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

GENERAL

To attend for work reliably and punctually.

To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to report any incident of this nature you witness, hear about or suspect.

To continuously develop your own practice, taking responsibility for identifying and addressing own training and development needs.

In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for students.

To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

These tasks may be modified within the general job description as the needs of the school change and/or as the TA becomes more experienced.

PERSON SPECIFICATION

TEACHING ASSISTANT

Note for the candidate

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the shortlisting and interviewing processes for the post. Those categories marked with an asterisk will be used especially for the purposes of shortlisting. Only those applicants who meet these requirements will be shortlisted; the asterisked requirements should therefore be fully addressed in any application.

Knowledge and Understanding

S/he will be expected to show knowledge and understanding of:

- * equal opportunities issues
- * working with or caring for children of relevant age
- * Basic understanding of child development and learning

Skills and Abilities

The candidate will be expected to demonstrate the ability to:

- * Good numeracy/literacy skills
- * NVQ 2 in teaching assistance or equivalent qualifications or experience
- * Training in the literacy/numeracy strategy
- * First aid training/training in specific medical procedures as appropriate
- * deal with children with warmth, care, and understanding, and yet set clear and appropriate boundaries for behaviour
- * support pupils with physical disability to access national curriculum
- * communicate orally and in writing at the level necessary for the job (e.g. writing reports on progress)
- * Effective use of ICT to support learning
- * Use of other equipment technology - video, photocopier
- * Ability to self-evaluate learning needs and actively seek learning opportunities
- * Ability to relate well to children and adults
- * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- * rapidly gain new knowledge and skills
 - work with a wide range of cultural, ethnic and social groups
 - Knowledge of relevant policies/codes of practice and awareness of relevant legislation
 - General understanding of national curriculum and other basic learning programmes
 - react positively to change
 - be self-starting, acting with initiative and solving problems
 - organise workload and prioritise tasks

Commitments

The candidate will need to show commitment to:

- implementing the aims and values of the school
- Completion of DfES Teacher Assistant Induction Programme
- her/his personal and professional development
- raising the level of achievement of children
- coping with the health, hygiene and welfare needs of children, particularly younger children and children with SEN