



CHRIST'S COLLEGE  
FINCHLEY



Recruitment Pack  
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## ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for teaching will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of motivating and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high performing workforce and staff talent which is evident by the low levels of staff absence and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical health wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous – from job satisfaction and career development to professional and lifestyle benefits.

### CAREER, HEALTH AND WEALTH BENEFITS

- New members of staff can expect a thorough induction programme.
- You will receive a personal career and training plan.
- A dedicated member of staff will act as a mentor and will assist with identifying training needs and development opportunities.
- Pension contributions.
- Access to Teaching Alliances which offer networking and mentoring opportunities.
- Enhanced parental leave.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An annual flu vaccination clinic.

### LIFESTYLE AND CULTURE BENEFITS

- A life-enhancing wellbeing programme through the Schools Advisory Service (SAS): staff (and their immediate families) have access to GP appointments, counselling, some operations, physiotherapy, weight loss courses and menopause support.
- A designated Staff Welfare Team and an enthusiastic Staff Wellbeing Committee arrange team building and rewarding activities for staff including free staff social events throughout the year: summer barbeques and sports activities in the summer and Christmas socials in the winter.
- Free access to the onsite school fitness suite.
- Inset days with a strong focus on wellbeing.

**Tradition | Aspiration | Success**

“Pupils value the great level of care that the staff provide. They say that they experience an environment which develops their character, interests and passions.”

**Ofsted 2020**



“The Leaders have constructed a curriculum that provides pupils with strong foundations.”

**Ofsted 2020**

## JOB DESCRIPTION

The postholder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder 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 Child Protection Officer.

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be carried from time to time at the discretion of the school in consultation with the postholder.

<b>POST TITLE:</b>	Teaching Assistant
<b>DEPARTMENT:</b>	Curriculum Support Department
<b>SALARY/GRADE:</b>	NJC SCALE: POINT (Outer London)
<b>RESPONSIBLE FOR:</b>	Supporting the classroom teacher with all students
<b>RESPONSIBLE TO:</b>	Head of Curriculum Support Department
<b>LIAISING WITH:</b>	Heads Of Curriculum Support Department, Staff, Parents and Stakeholders

**The Academy achieves some of the highest outcomes at GCSE of any comprehensive school in the country and ranked 290 in the country in The Times' Parent Power Best Schools list (2023). Nearly 40% of all GCSE grades were 7-9 (A-A\*) this summer. 67% of A levels were graded at A\*-B**

### EXTRA-CURRICULAR ACTIVITIES

The Teaching Assistant will secure high standards of student attainment, achievement and teaching and learning in the department. The post-holder will fire the imagination of our students and maximise progress.

This job description may be amended by the Headteacher, in collaboration with the postholder, to reflect changes in what is required of our school and what is needed by our pupils.

### KEY OBJECTIVES/ACCOUNTABILITIES:

The postholder will share, with other members of the Curriculum Support department the following responsibilities;

### GENERAL RESPONSIBILITIES

- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Develop and implement IEPs.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.

- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Organise and manage appropriate learning environment and resources.
- Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate.
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self control and independence.
- Supporting the role of parents in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- Administer and assess/mark tests and invigilate exams/tests.
- Production of lesson plans, worksheet, plans etc.

### TEACHING

- Deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

### FULFILL WIDER PROFESSIONAL RESPONSIBILITIES

- Make a positive contribution to the wider life and ethos of the school;
- Carry out your duties as a Form Tutor in line with school policies to support the wider development of students and to support staff.
- Work under the direction of Assistant Headteachers to support behaviour and learning policies and fulfil expectations of Form Tutors.

### PROFESSIONAL BEHAVIOUR

- Employees of Christ's College Finchley are expected to be courteous and co-operative towards colleagues and to provide a welcoming environment for visitors and telephone callers.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and or a member of the Senior Leadership Team.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.
- To support Christ's College Finchley's aims and to understand and carry out its policies.
- Participate in training courses as required.
- Understand and comply with the school's Equal Opportunities Policy.

### GENERAL

All staff are expected to adhere to Christ's College Finchley policies and procedures.

This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

## PERSON SPECIFICATION

### Experience

- Experience working with children of relevant age in a learning environment
- Meet Higher Level Teaching Assistant standards or equivalent qualification or experience
- Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths
- Training in relevant learning strategies e.g. literacy
- Specialist skills/training in curriculum or learning area e.g. bi-lingual, sign language, ICT

### Specific Skills and Knowledge

- Can use ICT effectively to support learning
- Understanding of relevant polices/codes of practice and awareness of relevant legislation
- General understanding of national/foundation stage curriculum and other basic learning programmes/strategies
- Good understanding of child development and learning processes
- Understanding of statutory frameworks relating to teaching
- Ability to relate well to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position

### Personal Attributes

- Excellent interpersonal skills
- Ability to maintain strict confidentiality
- Efficient and meticulous in organisation
- Able to follow direction and working in collaboration with the Computing team
- Able to work flexibly, adopt a hands on approach and respond to unplanned situations
- Commitment to the highest standards of child protection and safeguarding

## FURTHER INFORMATION

### Compulsory declaration of any convictions, cautions or reprimands, warnings or bindovers

It is the School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### Online Searches

After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

### References

Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance

### Privacy Notice for Job Applicants

This can be found on the Academy website on the Recruitment page.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.





## CHRIST'S COLLEGE FINCHLEY

### Christ's College Finchley

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