



Nurture

Aspiration

Creativity

Inclusion

Equality

June 2018

Dear Colleague,

Teaching Assistant

Thank you for your interest in Meridian. This vacancy provides a fantastic opportunity for you to become part of our vibrant school; to work with our friendly and committed staff team and make a difference to our children. This letter aims to tell you a little about our school, the role, and why you may want to apply!

Our School

A successful one-form entry primary school, we aim to know all of our families well. Our children come from richly diverse backgrounds with over 30 languages spoken and our intake is complemented by a designated special provision for up to 18 deaf children (with deaf awareness training provided). We have high aspirations for each and every child in our care.

We believe positive relationships and a caring ethos are the foundation for great learning. We are interested in candidates who share our whole school values, are passionate about children's learning and who can enable children to become independent and resilient learners.

Sitting between the park and the River Thames, Meridian is uniquely placed to make learning exciting, fun and relevant. The Meridian Line runs through the very centre of our school. From our rooftop Arts studio, children and staff have the privilege of learning and teaching in view of Greenwich's World Heritage site!

The Role

Everyone is important to the success of the Meridian team and our TAs play a vital role in improving learning outcomes for children and in supporting our excellent pastoral care.

The role of the Meridian TA is full, varied and very rewarding. If you are interested in applying, you will need to have lots of energy and be able to see things from a child's point of view. You will be committed to working with others and keen to develop your knowledge and skills. Working with individuals and small groups (primarily those with special educational needs and disabilities) in and outside the classroom, you will support children's learning. You will also support children in their personal development and play at lunchtimes.

If you would like to find out more about the post or the school, please do not hesitate to contact me - visits are warmly welcomed. I look forward to your application and hearing about your experience and skills and why you would like to work at Meridian.

Kind regards,

Jo Graham - Headteacher

How to Apply for this Post:

Candidates who apply for this post should complete an application form which can be downloaded from the school website. CVs will not be accepted.

Your personal statement can be completed on the application form or attached to it. This is your chance to show us how well you can do this job. **You need to refer to all the criteria on the person specification.** Just saying you can do something is not enough; we need an example. You can use examples from work, school, college, hobbies, voluntary work or daily life.

Important Safeguarding Information for all Applicants:

Previous Employment

- In completing the enclosed application, please ensure that you provide a full history in chronological order since leaving secondary education.
- Please include periods of any post-secondary education or training.
- Please include part-time and voluntary work as well as full-time employment, with start and end dates.
- Ensure you give explanations for periods not in employment, education or training, and reasons for leaving employment.
- Any employment with an Agency must show the Agency as the employer and not the school where the work was carried out.

References

- Please give the name of at least two referees as applicable to the instructions in the vacancy details, one of whom should be your current or most recent employer.
- If this employment has been within a school, this would normally be your head teacher, unless in exceptional circumstances.
- If you are not currently working with children, but have previously done so, one referee must be the most recent employer who employed you to work with children.
- References will not be accepted from relatives or from people writing solely in the capacity of friends.

Disclosure

- The Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 does not allow employees with access to children and young persons under the age of 18 years the right to withhold information regarding previous criminal convictions, as well as cautions, warnings, reprimands and bind-overs, for any offence (not just those involving children) which for other purposes are 'spent' under the provisions of the Act.
- You should disclose any previous convictions, cautions, warnings, reprimands and bind-overs.
- Failure to disclose any previous convictions, cautions, warnings, reprimands or bind-overs could result in dismissal should it be subsequently discovered.
- Any information given will be entirely confidential and will be considered only in relation to this application.

Sending us your application

Please post or email your application with supporting statement, to arrive **no later than 3pm on Friday 13th July 2018**: Sharon Crawford, School Admin Officer, Meridian Primary School, Old Woolwich Road, Greenwich, London, SE10 9NY sao@meridian.greenwich.sch.uk

Shortlisting and interviews

- Shortlisted candidates will be informed by telephone or email.
- Interviews will be held on **Tuesday 17th July 2018**.
- As part of the interview process, shortlisted candidates will be observed working with children.