

# Teaching Assistant AMB/767



An opportunity to make  
your mark



**CLOSING DATE; MIDNIGHT, Sunday 06<sup>th</sup> June 2021**

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# Welcome from the Headteacher

## Dear Candidate

Thank you for your interest in the role of Teaching Assistant at Ambler Primary School and Children's Centre.

Ambler is a unique provision committed to achieving the very best outcomes for children from 6 months to eleven years.

The school was recognised as Outstanding in 2016, and in January 2020 the Children's Centre was too!

Our motto is 'Achieving More', we are always looking towards what is next, and so we know the value of investing in staff training and development.



The successful candidate will be a part of a creative and hardworking team and will work aside colleagues to deliver all aspects of the music curriculum in and out of the classroom. We actively encourage innovative and collaborative approaches to teaching and learning.

Ambler is an innovative, creative and ambitious place to work. We are a part of a very forward thinking collaborative of 23 schools called The Future Zone, which provides amazing opportunities for staff and pupils on various levels.

We are in a great location, with excellent transport links and in pre-covid (and hopefully again post-covid) we took full advantage of everything on our doorstep; with trips and visits that offer rich first-hand learning experiences for the children and great connections to our local community and organisations that can support the school.

I really hope that you will become as excited as we are about Ambler and you do apply.

Visits to the school are currently unavailable due to COVID restrictions however if you are short listed, a tour will be given as part of the interview process.

Looking forward to meeting you.

**Juliet Benis**  
**Headteacher**



## Why come to Ambler?

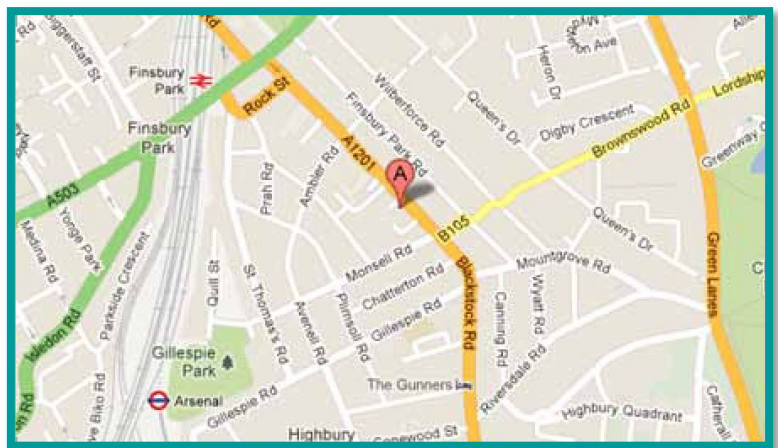
### Information about the school

The Ambler provision of school and children's centre provides a seamless integrated service from pre-birth to the end of year 6. We have the privilege of working in a very rich and diverse community which includes many children and families from a range of backgrounds and cultures and this vibrant blend makes the Ambler community a unique and energising place to be.

### Why come to Ambler?

- The prospect of growing as a professional across an outstanding school and an outstanding Children's Centre
- Chance to work with other schools within the Future Zone and the opportunities this brings
- A chance to make your mark within the school and Islington
- Opportunity to be an inspiring subject lead
- Enticing Inner London pay rates
- Engaging and highly motivated team
- Highly supportive staff and dedicated governors
- Further Professional Development
- Excellent location at the heart of Islington

**Ambler Primary School and  
Children's Centre**  
Blackstock Road  
Islington  
London  
N4 2DR  
Tel: 020 7226 4708



### Ofsted Report

For the latest reports on Ambler Primary School and Children's Centre, please [click here](#).

### School Website

Ambler Primary School and Children's Centre website is <http://ambler.islington.sch.uk>.

### Islington

Further information about Islington borough is available at [www.islington.gov.uk](http://www.islington.gov.uk)

# Our Values



Determination



Resilience



Enthusiasm



Ambition



Motivation



Self-belief

## Determination

You can show determination by:

- Trying your best
- Working hard in anything you find difficult
- Focusing on specific steps or targets
- Breaking your goal down into small steps
- Taking one step at a time if necessary
- Accepting that some goals require hard work
- Being persistent and tenacious

## Resilience

You can show resilience by:

- Never giving up
- Persevering when working towards your goal
- Trying to achieve your personal best
- Overcoming the fear of failure
- Keep on going even when it gets tough
- Having the ability to problem solve
- Bouncing back from obstacles

## Enthusiasm

You can show enthusiasm by:

- Putting all your energy into anything you do
- Being passionate about what you are doing
- Supporting and encouraging others
- Showing positive body language: smiling
- Taking a keen interest in any task even though it may seem difficult
- Participating positively in all activities

## Ambition

You can show ambition by:

- Identifying and aiming for a goal
- Knowing the steps to achieving your goal
- Pushing and extending yourself
- Believing that nothing is impossible
- Keeping focused on the 'big picture'
- Articulating your ambition and your progress
- Knowing there are different routes to success

## Motivation

You can show motivation by:

- Being prepared to work hard
- Dealing with failure or setbacks positively
- Really wanting to achieve success
- Understanding why you are doing something
- Being driven and keen
- Accepting and understanding constructive criticism
- Being aware of your own areas of development

## Self-belief

You can show self-belief by:

- Showing bravery
- Taking risks and trying new things
- Recognising what you are good at
- Having confidence that you will achieve
- Saying 'I can do this!'
- Visualising yourself succeeding
- Learning from your mistakes

## Job Advert – Teaching Assistant

<b>SALARY RANGE:</b>	Scale 4, spine point 08- 11
<b>ACTUAL SALARY:</b>	£19,807-£20,896.54
<b>WORKING PATTERN:</b>	Part Time 32.5 hours per week
<b>CONTRACT TYPE:</b>	Term time only, permanent
<b>REQUIRED FOR:</b>	As soon as possible

Ambler Primary School and Children's Centre is seeking to appoint a caring, enthusiastic and dedicated Teaching Assistant to join our team. The successful applicant will be an outstanding professional, committed to improving outcomes for all our children and families.

Ambler Primary School is a great place to work and has a positive environment where everybody works together to achieve more. This is a rare opportunity to join a dynamic team that works hard to make a difference to the lives of hundreds of children.

At Ambler, we promote equality, challenge discrimination and recognise the positive value that comes from having a truly diverse workforce. We welcome applications from people of all backgrounds who reflect the diverse community of our school.

We can offer:

- Fantastic children who strive to achieve their best.
- A supportive leadership team.
- Good opportunities for CPD.
- A warm, positive working environment where everyone is valued.
- An enthusiastic dynamic and talented management and staff team.

We are looking for a Teaching Assistant who can:

- Demonstrate successful experience in a primary setting, especially regarding the successful management of behaviour both in and out of class.
- Under the guidance of the SLT/class teachers, 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.
- To help to organise learning and classroom environments, prepare resources and implement strategies for teaching and learning under the direction of class teachers.
- Support and deliver the programmes for teaching literacy and numeracy and assist pupils to access the full curriculum.
- 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.
- Embrace change and innovation positively.
- Promote an active playground, leading on activities that engage the children.
- Has a positive approach and a good sense of humour.
- Has good time keeping and is willing to go the extra mile!

Visits to Ambler Primary School and Children's Centre are currently unavailable due to Covid, however, you can visit via the 'virtual tour' on our website. If you are shortlisted, a tour will be included as part of the interview day.

**Deadline for applications:** Midnight, Sunday 6<sup>th</sup> June 2021

**Short-listing:** Tuesday 8<sup>th</sup> June 2021

**Interviews:** Monday 14<sup>th</sup> June 2021

Please apply online at [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs). If you need any assistance, please email the Education HR team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference: **AMB/767**.

**Ambler Primary School and Children's Centre is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment; an enhanced DBS (Disclosure and Barring Service) check with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, the successful applicant will be required to declare.**

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## Job Description

<b>POST TITLE</b>	Teaching Assistant
<b>SALARY</b>	Scale 4 (spine point 08-11)
<b>CONTRACT</b>	32.5 hours per week, term time

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### PURPOSE OF THE POST

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.

### SAFEGUARDING

To understand, follow and take responsibility for the safeguarding of all children, health and safety regulations and promoting good practice.

### MAIN DUTIES

1. Work as part of the staff team under the direction of the senior leadership team/class teachers to support teaching provision and pupils' learning.
2. Under the guidance of Class Teachers/SLT, to work with individuals and groups of pupils in class, including those pupils with additional educational needs, to help them to achieve their full potential.
3. Under the direction of Class Teachers, help to organise classroom activities, prepare resources for teaching and learning.
4. Support and deliver interventions in numeracy and literacy to support children to achieve their targets.
5. Use school systems to provide the teacher with feedback on pupil progress.
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 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, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
10. In collaboration with Class Teachers, 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 and the SLT.
13. Supervise pupils at playtimes and lunchtimes ensuring active playground policies and procedures are adhered to.

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## PERSONAL RESPONSIBILITIES

1. Be aware of key school plans, policies and procedures, especially the School Priorities, 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. Take part in training as may be required to enable you to provide the school with effective support. Training may be provided centrally or in school.
4. Respect the confidentiality of pupil information and respond sensitively to pupils' needs.
5. Behave in a professional and approachable manner.

## PLEASE NOTE

This job description is a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment.

All staff at Ambler Primary School and Children's Centre are expected to accept reasonable flexibility in working arrangements, including undertaking duties commensurate with the scale of the post and duties normally allocated to posts at a lower scale.

## PERSONAL AND PROFESSIONAL CONDUCT

*Employees are expected to demonstrate consistently high standards of personal and professional conduct. These include but are not limited to:*

- *Treating pupils with dignity and at all times observing appropriate boundaries.*
  - *Safeguarding pupils in accordance with Ambler's Safeguarding and Child Protection Policy and statutory guidance.*
  - *Complying with Ambler Primary School and Children's Centre's Code of Conduct.*
  - *Modelling Ambler's values and ethos at all times.*
  - *Working within agreed Ambler and Islington policies.*
  - *Responding professionally to parents/carers, visitors and staff members.*
  - *Undertaking training and engage constructively in meetings, supervision and other events activities designed to improve communication and contribute to continuing professional development.*
  - *Carrying out duties and responsibilities with due regard and compliance with Ambler's Health and Safety Policy and relevant Health and Safety legislation.*
  - *Ensuring that duties are undertaken with due regard and compliance with the Data Protection Act and General Data Protection Regulation (GDPR).*
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## Person Specification

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	DESIRABLE	ESSENTIAL
<b>E1.</b> Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) (or by test).		✓
<b>E2.</b> Attend school training sessions within contracted hours.		✓
<b>E3.</b> Experience of working with children (either paid or unpaid capacity) preferably in an education setting.		✓
<b>E4.</b> Hold NVQ level 2 or equivalent or other accredited qualification.		✓
<b>E5.</b> NVQ Level 3 (or working towards) or equivalent accredited qualification.		✓
<b>E6.</b> Working towards NVQ level 3 or equivalent accredited qualification.		✓
<b>E7.</b> Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.		✓
<b>E8.</b> Able to form and maintain appropriate professional relationships and boundaries with children and young people.		✓
<b>E9.</b> Ability and willingness to work as part of a team.		✓
<b>E10.</b> Ability to supervise pupils effectively both in and out of school in line with the school's behaviour policy.		✓
<b>E11.</b> Ability to communicate effectively with a range of people.		✓
<b>E12.</b> Ability to organise the classroom activities e.g. preparing and setting out resources and implementing strategies for T&L (under direction).		✓
<b>E13.</b> Ability to deal with sensitive information in a confidential manner.		✓
<b>D1.</b> Understanding of basic First Aid procedures.	✓	
<b>D2.</b> Knowledge & understanding of the National Curriculum including the literacy and numeracy strategies.	✓	
<b>E14.</b> A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.		✓
<b>E15.</b> A commitment to deliver services within the framework of the school's equal opportunities policy.		✓
<b>E16.</b> Understanding of and commitment to work within the scope of school policies and procedures.		✓
<b>E17.</b> An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to their learning.		✓

EDUCATION, EXPERIENCE & ABILITIES	DESIRABLE	ESSENTIAL
<b>E18.</b> Willingness to attend and participate in meetings to review pupils' progress.		✓
<b>E19.</b> An awareness of the learning and physical needs of the pupils.		✓
<b>E20.</b> Ability to monitor and evaluate pupils' performance.		✓
<b>E21.</b> Ability to update and maintain accurate pupil records using the school's systems in place.		✓
<b>D3.</b> Ability to deliver interventions under the direction of the class teacher.	✓	
<b>E= Essential Criteria</b> <b>D= Desirable Criteria</b>		

# Details of Selection Process



## Application deadline

Completed application forms must be received by Midnight, Sunday 6<sup>th</sup> June 2021. Apply online at [www.islington.gov.uk](http://www.islington.gov.uk), following the jobs link.

Please note that application forms should not be returned to the school.

If you need any assistance, please email the Schools' HR Team at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting job ref: AMB/767.

## Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

## Visits

Due to current restrictions we are currently unable to host visits to our school and children's centre but please take a look on our website and at our virtual tour to find out more about us. If you have any questions, get in touch!

## Selection process

The selection process will be a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

## References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

The post will be offered subject to satisfactory completion of pre-employment checks.

## Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Call **020 7226 4708** or email [childrenscentre@ambler.islington.sch.uk](mailto:childrenscentre@ambler.islington.sch.uk)

