



# Thornhill Primary School

**Class Based Learning  
Support Educator**

**Recruitment Pack**



*'Help Yourself and Others to Learn'*

**Thornhill Road • Islington • London • N1 1HX**



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## Letter from the Head Teacher

February 2018

Dear Applicant,

Thank you for your interest in becoming a **Class Based Learning Support Educator** here at Thornhill. I would like to take this opportunity to tell you a little more about our school.

The ethos at Thornhill is encapsulated in our motto: 'Help Yourself and Others to Learn'. We support our children to develop a lifelong love of learning by offering a rich curriculum, including experts in residence such as poets, puppeteers, dancers and sports coaches. Over the last decade, Thornhill has established an impressive record of attainment and achievement, with our greater-than-average number of pupil premium children often exceeding the results of non-pupil premium children nationally. Situated in the heart of Barnsbury in Islington, north London, our children, parents and staff come together from a huge range of cultural and economic backgrounds to create a vibrant, inclusive community.

We are looking for inspiring, passionate and energetic support staff committed to school improvement to work in our school. At Thornhill we value professional development and ensure all staff are well supported and developed.

Your role will be to provide support for pupils, teachers and the School in order to raise standards of achievement, encourage pupils to become independent learners, provide support for pupil's welfare and to support the inclusion of pupils in all aspects of school life.

I hope this provides a picture of Thornhill Primary School and the exciting opportunities associated with the position. To learn more about Thornhill and the role, we would be delighted for you to visit our school and meet our pupils and staff. Please email [Diana.Watkins@thornhill.islington.sch.uk](mailto:Diana.Watkins@thornhill.islington.sch.uk) to arrange a visit.

I look forward to receiving your application.

Yours faithfully,

Jenny Lewis

Head Teacher



## Class Based Learning

### Support Educator Thornhill Primary School

Contract: **Term-Time/1 Year Fixed Term**

Hours: **33.5 hours per week**

Salary Grade: **Scale 5**

Actual Salary: **£19,936 – £21,589**

Required for: **April 2018**

## Advert

Thornhill School is a unique community school with a clear vision and passion for learning. We are committed to high quality teaching for all our children and believe that creativity is at the heart of education. Join us in exploring what learning can be like and help us develop the most exciting environment possible.

We are looking to appoint a passionate and enthusiastic Class Based Learning Support Educator for **April 2018** to join our support staff team.

This is a great opportunity for any support staff who:

- Is committed to achieving excellence in teaching and learning.
- Is highly motivated and enjoys working with children.
- Has a strong commitment to professional development
- Wants to make a difference for all groups of children

In return, Thornhill can offer you:

- Children who are eager to learn and engaged with supportive parents
- A rewarding opportunity to be part of a supportive, motivated and committed team
- Significant professional development opportunities for support staff at all stages of their career
- A vibrant and creative place to work

Visits to the school are positively encouraged and can be arranged by emailing the school office at [Jodie.Chandler@thornhill.islington.sch.uk](mailto:Jodie.Chandler@thornhill.islington.sch.uk)

**Closing date for applications: Midnight Sunday 4<sup>th</sup> March 2018**

**Shortlisting: Monday 5<sup>th</sup> & Tuesday 6<sup>th</sup> March 2018**

**Interviews: Wednesday 7<sup>th</sup>, Thursday 8<sup>th</sup> or Friday 9<sup>th</sup> March 2018**

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link. If you need any assistance please contact Schools HR at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **THOR/653**

Thornhill Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure. 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.



## Class Based Learning Support Educator

**School:** Thornhill Primary School

**Grade:** Scale 5

**Hours:** 33.5 hours (term-time only)

**Responsible to:** Assistant Head/HLTA  
English & Maths



## Job Description

### PURPOSE OF THE POST

As the Class Based Learning Support Educator you will support teaching and learning and ensure standards are high by making a strong contribution to pupils' achievement. To contribute to the development of the school's vision, values and aims and to uphold and support these. To abide by agreed professional behaviours and attitudes. To raise pupil achievement and promote independent learning by developing outstanding practice in liaison with a class teacher as part of a class team and as a member of a phase team.

### MAIN 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
- Promote the inclusion and acceptance of all Pupils within the classroom
- 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
- Support Pupils consistently whilst recognising and responding to their individual needs
- Under the guidance of the Class Teacher/Phase Leader, 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. - *This may include small group or 1:1 work*
- At the direction of the Class Teacher/Phase Leader, to help to organise activities, prepare resources and implement strategies for teaching and learning.
- Support programmes for teaching literacy and numeracy and assist pupils to access the full curriculum. Be familiar with lesson plans, short term goals and learning objectives.
- 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.
- Use ICT effectively to support learning activities and develop Pupils' competence and independence in its use
- 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.

- Ensure the physical welfare of pupils and assist pupils with their physical needs as appropriate and agreed.
- Communicate and liaise with other members of school staff in order to ensure the most effective provision for pupils' academic, physical, emotional and social development.
- Under the direction of the Class Teacher/Phase Leader, communicate with professionals from outside the school and contribute to meetings held to review pupils' progress.
- Supervise pupils in the playground and organise play time activities.
- 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.
- Undertake any other reasonable duties from time to time as may be directed by the Head teacher, Deputy Head or Assistant Heads.

## GENERAL RESPONSIBILITIES

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all Pupils have equal access to opportunities to learn and develop
- Contribute to the overall aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of Pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.
- Deliver out of school learning activities within guidelines established by the school.
- To support, uphold and contribute to the development of the school's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- Take the initiative as appropriate to develop multi-agency approaches to supporting Pupils
- To promote the safeguarding of children

# Class Based Learning Support Educator

School: Thornhill Primary School  
Grade: Scale 5  
Hours: 33.5 hours (term-time only)  
Responsible to: Assistant Head/HLTA  
English & Maths



## Person Specification

You must demonstrate on your application form that you meet the following essential criteria.

REQUIREMENTS		ESSENTIAL CRITERIA
QUALIFICATIONS	E.1	Educated to NVQ level 3 or equivalent.
	E.2	The ability to write to a good standard of literacy to include excellent report writing skills.
	D.3	<b>Desirable</b> Training/qualification in relevant either Maths or English curriculum areas or areas of particular learning difficulty.
EXPERIENCE	D.4	<b>Desirable</b> At least two year’s previous experience of working as a Teaching Assistant
	E.5	Working with children, young people, parents and families preferably within an educational context.
	E.6	Working as part of a team, as well as on your own using your initiative.
	E.7	Working with professionals from other agencies and in multi-agency context.
	E.8	Using IT systems to compile reports as well as analysing statistical data for monitoring purposes.
	E.9	Knowledge and understanding of and commitment to implement the school’s curriculum strategies
KNOWLEDGE	E.10	Understanding of behaviour management strategies
	E.11	Knowledge of a range of learning strategies such as reading and math interventions
	E.12	An understanding of the importance of lesson plans, IEPs and learning objectives and to contribute to pupils’ learning.

	E.13	Good standard of spoken and written English.
	E.14	Understanding of the developmental needs of children
	E.15	Knowledge of current SEND Code of Practice
	E.16	Knowledge of child protection issues and procedures.
<b>SKILLS</b>	E.17	Ability to communicate effectively both orally and in writing, especially with Pupils, parents, school staff, social workers and other professionals.
	E.18	Ability to form and maintain appropriate professional relationships and boundaries with children and young people
	E.19	Ability to use IT systems effectively to produce reports, record information and monitor outcomes for individuals and groups
	E.20	Ability to monitor and evaluate pupils' performance and maintain accurate pupil records using the school's systems in place.
	E.21	Able to use own initiative and work alone when necessary
	E.22	Ability to overcome communication barriers with children and their parents
	E.23	Ability to listen effectively and to maintain confidentiality
	E.24	Ability to maintain accurate and up to date records
	E.25	Ability to meet tight deadlines and plan and manage own time effectively
	E.26	Demonstrate an ability to cope with stressful / conflict situations
	E.27	Ability to work flexibly as part of a team and to show initiative when appropriate
	E.28	Good literacy and numeracy skills
	E.29	Good organisational skills
	E.30	Clear, legible handwriting
<b>PERSONAL QUALITIES</b>	E.31	Caring, approachable, firm, understanding, consistent, assertive and calm
	E.32	Understanding of children's needs
	E.33	Adaptability and willingness to assist with other aspects of school life.
	E.34	Willingness to continue to learn and develop and train.





## How to Apply

### Application Deadline

Completed application forms must be received by **Midnight, Sunday 4<sup>th</sup> March 2018**.

### To apply

Please apply online at <http://jobs.islington.gov.uk/> following the jobs link. If you need any assistance please contact Schools HR at [schoolsrecruitment@islington.gov.uk](mailto:schoolsrecruitment@islington.gov.uk) quoting reference **THOR/653**

Please note that CV's and hard copy applications will not be accepted.

### 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

Informal visits to the school are welcome and encouraged and can be arranged with the School Office. Please email [Diana.Watkins@thornhill.islington.sch.uk](mailto:Diana.Watkins@thornhill.islington.sch.uk) or call 020 7607 4162.

### Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified immediately after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

The selection process will take place on **Monday 5<sup>th</sup> & Tuesday 6<sup>th</sup> March 2018**. Shortlisted candidates will be invited to interview on **Wednesday 7<sup>th</sup>, Thursday 8<sup>th</sup> or Friday 9<sup>th</sup> March 2018**.

### 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.



## School Location

**School Address:**

Thornhill Primary School  
Thornhill Road  
Barnsbury  
London  
N1 1HX

**Nearby stations:**

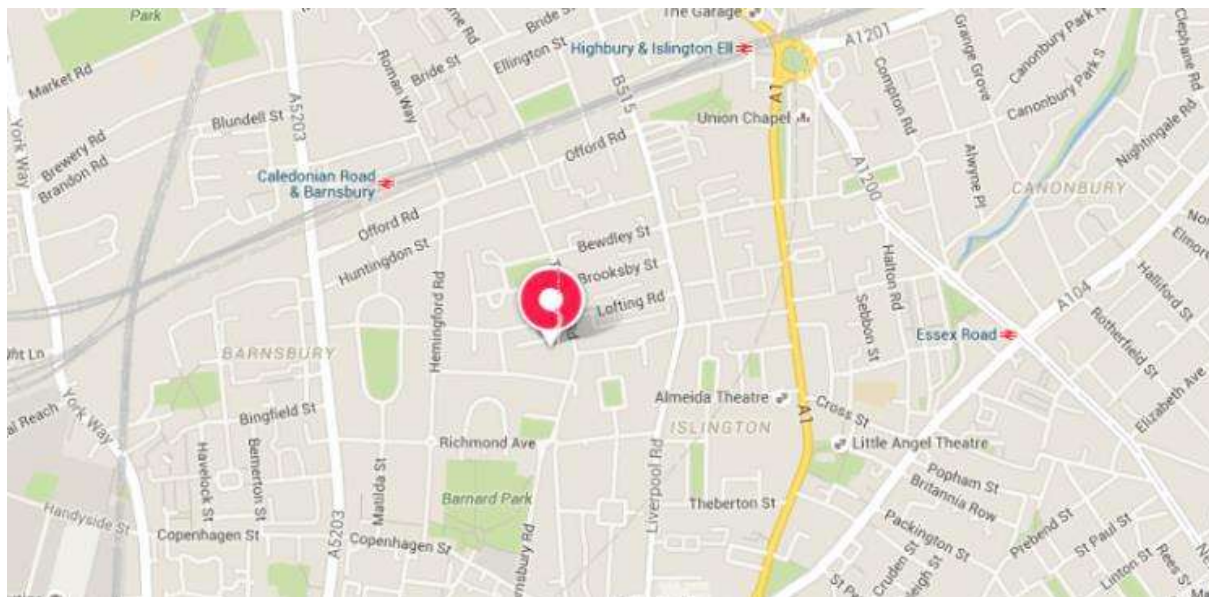
Angel (Northern Line)  
Caledonian Road & Barnsbury (Overground)  
Caledonian Road (Piccadilly Line)  
Highbury & Islington (Victoria Line, Overground)  
Kings Cross St. Pancras (Circle, Metropolitan,  
Hammersmith & City, Northern, Piccadilly and Victoria  
Lines)

**Website:**

[www.thornhill.islington.sch.uk](http://www.thornhill.islington.sch.uk)

**Islington**

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





## Thornhill Primary School

Thornhill Road, Islington, London, N1 8BD

Tel: 020 7607 4162

Email: [Thornhill@thornhill.islington.sch.uk](mailto:Thornhill@thornhill.islington.sch.uk)

Website: [www.thornhill.islington.sch.uk](http://www.thornhill.islington.sch.uk)

