



Teaching Assistant Candidate Pack 2019

CHASING HORIZONS

# Gipsy Hill Federation

## Primary schools within the borough of Lambeth:

Kingswood Primary School Upper Site  
188 Gipsy Road  
London SE27 9RD

Kingswood Primary School Lower Site  
55 Gipsy Road  
London SE27 9NP

Elm Wood Primary School  
Carnac Street  
London SE27 9RR

Paxton Primary School  
Woodland Road  
London SE19 1PA

Fenstanton Primary School  
Abbots Park  
London SW2 3PW

Glenbrook Primary School  
Clarence Avenue  
Clapham Park  
London SW4 8LD

## Primary school in the borough of Southwark:

Crawford Primary School  
Crawford Road

## Welcome from our Executive Headteachers

Dear Candidate

Thank you for your interest in being a Teaching Assistant at the Gipsy Hill Federation. We hope that you enjoy looking through the information provided, and that you decide to apply and join our brilliant team. This is a great place to work and provides real opportunity to progress your career. Our family of highly inclusive schools is a very happy place with genuinely fantastic staff and really lovely children. We comprise of six primary schools across Lambeth and Southwark.

The success of our Federation is due to unparalleled team work. We are a values-driven family of schools sharply focussed on community transformation and providing our children and families with life-changing educational opportunities. Think about your skills, expertise and ambitions carefully and apply for a post with us if you like what you see. We encourage you to familiarise yourself with our website and our school inspection reports for more detailed background information. We are a really ambitious family of schools and are keen to recruit the very best support staff to join our fantastic team.

We're looking for:

- Exceptional staff role models for our children to join us on our continued journey towards providing a world class quality of education;
- Someone who is committed and works really hard;
- Staff who want to be professionally respected, well supported and developed;
- Highly professional, positive support staff who will do almost anything to get the job done to a very high standard and secure the very best outcomes for pupils;
- Creative people who can think 'out of the box' and contribute to our vision.

Although we are a really successful Federation it doesn't mean that our work is ever finished. We're looking for talented staff to further enrich our organisation and develop our practice. If you are keen to continue developing your learning and skills, we can offer outstanding opportunities within our schools.

If there is anything that you are unclear about, please don't hesitate to ask. There are opportunities to visit us please contact our HR Team on 020 8670 3576 if you would like to arrange a visit. We look forward to receiving your application.

Mrs Holt and Mrs Laverick  
Executive Headteachers



## Your CPD Opportunities

We provide regular internal training for all our staff including INSET day training which will develop you in your role and provide you with the necessary knowledge, resources and attributes to be successful in your post.

## Your Career Progression

The size and breadth of our workforce means that we regularly have internal opportunities to progress. For both support staff and teaching staff, there are well-defined career pathways with an annual promotions exercise to reward those who can demonstrate achievement at the required level.

## The Interview Process

Our interview process consists of the following:

1. A lesson observation for teaching roles
2. A work related task/test
3. Panel interview (approximately 30 minutes)

Full details of the process will be contained in your interview invite email.

## How to Apply

Please email your completed application form and supporting statement to [recruitment@ghf.london](mailto:recruitment@ghf.london)


Shortlisted candidates will be notified by email. Unfortunately, due to the very high level of response we receive for posts in our Federation, we are unable to inform applicants if they have not been shortlisted and feedback will only be provided if you have had an interview.

## Federation Vision

Our Federation recognises the potential of every individual to achieve excellence. We strive to positively address underachievement and have very high expectations for all members of our school community. We work hard to creatively remove barriers to achievement and raise esteem. We are determined to create a true culture of “learning for all” through meaningful partnerships with the whole Federation community.

Everyone works to provide a welcoming, calm, happy and purposeful atmosphere. Consideration, encouragement of positive role models, respect for others, their property and the environment are our priorities. We aim to deliver a broad, balanced and enriched curriculum in an optimum learning environment that is attractive, stimulating, informative and instils a sense of pride.

From our stated aims, the whole Federation community works to achieve the following objectives:

- A happy, calm and nurturing Federation community;
  - A highly stimulating learning environment;
  - Mutual respect and understanding;
  - An inclusive education free from discrimination;
  - Encouragement to make informed and responsible choices about how we behave and the impact of this on others;
  - Very high standards and expectations / intolerance of underachievement;
  - Access to an exciting, progressive and varied curriculum;
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- Development of self-motivation, independence, positive attitudes and confidence, and
- Provide positive and diverse role models. There will be clear evidence of these objectives around the whole school. All adults working here must share, understand and demonstrate the practise of them.





## Job Description including Main Duties and Responsibilities

Salary	Scale 3 – spine point 5 - 6 (actual yearly salary £17,905)
Contract	Permanent
Working hours	32.5 hours per week, 39 weeks per year
Responsible to	Class Teacher
Application deadline	Rolling Campaign
Completed application should be sent to: <a href="mailto:recruitment@ghf.london">recruitment@ghf.london</a>	

## Teaching Assistant – General (L1)

### Purpose of Job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

## Main Responsibilities and Duties

### Support for Pupils

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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.
- Encourage pupils to act independently as appropriate.

### Support for the Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support e.g. photocopying, typing, filing, collecting money etc.

### Support for the Curriculum

- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher 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, confidentiality and data protection, reporting all 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 ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings both during and after the school day 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 and at lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To continuously develop your own role, taking responsibility for identifying and addressing training and development needs.
- To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

## Person Specification

### Essential Requirements

#### Qualifications

- Numeracy and literacy qualification at NVQ level 2, or equivalent, or enrolled on a course working towards this.
- Completion of DfES Teacher Assistant Induction Programme.
- Participate in development and training opportunities.

#### Experience

- Working with or caring for children or relevant age.

#### Knowledge/ Skills

- Appropriate knowledge of first aid.
- Use basic technology – computer, video, photocopier.
- 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.

#### Safeguarding

- Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.

## Equal Opportunities

#### You are required to

- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- Take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.



## Safeguarding

You are required 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 to the Headteacher any incident of this nature you witness, hear about or suspect.

## Health and Safety

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 will comply with safety rules and procedure and 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 the school community.

## Data Protection

All staff have a duty to ensure any personal data collected about staff, pupils, parents, governors, visitors and other individuals is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the provisions of the Data Protection Act 2018 (DPA 2018).

This includes an absolute requirement to report to the Headteacher any data breach you witness, hear about or suspect. This applies to all personal data, regardless of whether it is in paper or electronic format.

