



# GRADUATE TEACHING ASSISTANT Recruitment Pack

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## Letter from the Headteacher

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Dear Applicant,

Thank you for expressing an interest in applying for the position of Graduate Teaching Assistant at The Devonshire Hill Nursery and Primary School. This is an exciting and unique opportunity to work in a friendly and successful school, and to make a marked contribution to help shape its future and continue building on its successes.

In line with Haringey's Safer Recruitment policy, we ask that all parts of the application form are completed, and any gaps in employment history (with dates) clearly marked within Section 3.

Note that referees will be contacted, in advance, for those applicants selected for interview. Additionally, as this position involves close work with children, an enhanced DBS will be sought.

I look forward to receiving your completed application in due course. In the meantime, please note that visits to the school are welcomed and strongly advised.

Yours sincerely,

Julie D'Abreu  
Headteacher

## About The Devonshire Hill Nursery and Primary School

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We are a Haringey Council Community School, with children aged from 2 to 11, situated in Tottenham. The majority of our families live locally to the school, many in the White Hart Lane Ward. Our school is two form entry from Reception to Year 6. We have a nursery that offers part time places of 15 hours spread equally over the week of either morning or afternoon sessions for children age 2, 3 and 4. We also offer 30 hours spread equally over the week which includes the children's care across lunchtimes.

Devonshire Hill is a successful school, attaining Ofsted Good in October 2016. We were commended by the Rt Hon Nick Gibbs for having progress from KS1 – KS2 in the top 2% of schools nationally in 2016/17 and were invited to join the Schools for Success programme by the Mayor of London.

The staff and Governors at our school are committed to providing the very best learning opportunities for your child in a safe, secure and friendly community environment. We provide very high quality education with a strong focus on teaching children key skills in English and maths. Alongside this we teach an exciting themed curriculum, including many learning experiences outside of the classroom through a range of school trips and by inviting experts into school.

During your child's time in our school, alongside the full statutory curriculum they will have the opportunity to learn to speak Mandarin, learn to play an instrument, learn to swim and to visit many places of interest including a residential to Pendarren House in Wales (Year 6).

We have a strong focus on using technology as a learning tool and the children have access to a range of technology including the use of netbooks and tablets.

We have our newly established 'STEAM Engine' which is a dedicated classroom for Science, Technology, Engineering, Maths and Art & Design work. This resource is equipped with the highest technologies to enable children to experience really exciting practical learning.

The school offers a range of extra-curricular activities before school, during lunchtimes and after school.

We work in partnership with Tottenham University, IntoUniversity and the Brilliant Club. This offers our children the opportunity to visit high achieving universities and to undertake assignments and projects at a high academic level.

The school works with a range of organisations to promote careers and every year we have a work/careers week whereby every child has an opportunity to experience a range of different work places such as banks in the city, being a 'Chef' for the day and what it would be like to be a Fire Fighter!

We have the highest expectations of all our children and we expect them to aim high and to achieve their full potential academically and with their personal social development both in and out of school. We have a strong belief in good behaviour and good manners with an emphasis on caring for each other and taking on responsibility, which is one of our eight school House Characteristics. All staff and children from Year 1 to Year 6 are placed into one of our four 'Houses' and will be in friendly competition each week to score individual and team House points!

We want all our children to go onto secondary school ready to further develop their lifelong love of learning, with a solid foundation in the core skills enabling them to build upon these skills, and to become confident, successful and responsible citizens for the future.

If you would like to find out more, I would be delighted to show you around.

Julie D'Abreu  
Headteacher

## Job Advert

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<b>JOB TITLE</b>	: Graduate Teaching Assistant
<b>RESPONSIBLE TO</b>	: Headteacher & Assistant Head for Inclusion and Pastoral Care
<b>PAY SCALE</b>	: Scale 4 (£18,803 - £19,836 per annum - actual)
<b>TERMS</b>	: 32.5 hours per week, 40 weeks, initially fixed term until July 2020

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We are looking to recruit an enthusiastic, hardworking Graduate Teaching Assistant to work at our exceptional school.

You will predominantly be working with groups of children under the direction of the class teacher, with occasional basic administrative tasks. Your role will also involve small group and individual support focused on raising attainment.

This role is for an ambitious graduate looking to gain initial classroom experience ahead of a career in teaching.

To find out more about life at Devonshire Hill, please visit [www.devonshirehill.com](http://www.devonshirehill.com) Visits to the school are warmly encouraged and can be arranged by contacting the school.

### Our school can offer you:

- An opportunity for you to make a real difference in the lives of children.
- A supportive school community.
- A welcoming and enthusiastic environment with talented and passionate staff.

### The successful candidates will need to have:

- Experience of working with pupils with a range of special educational needs
- Full working knowledge of the Code of Practice for SEND
- Understanding of principles of child development and learning, in particular, barriers to learning for children with social communication difficulties and more complex needs
- Ambition and a commitment to continuing professional development
- Fantastic resilience with a real 'can do attitude'
- A willingness to go over and above 'the call of duty'
- A great sense of humour.

The Devonshire Hill Nursery and Primary School is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks.

Visits to Devonshire Hill are warmly encouraged and can be organised by contacting the School on 020 8808 2053 or by emailing [admin@devonshirehill.haringey.sch.uk](mailto:admin@devonshirehill.haringey.sch.uk).

Please visit [www.devonshirehill.com/vacancies](http://www.devonshirehill.com/vacancies) for further application documentation.

**Closing date:** Monday 18<sup>th</sup> March 2019 (midnight)

**Interview date:** Thursday 28<sup>th</sup> and Friday 29<sup>th</sup> March 2019

**Start date:** As soon as possible

**The Devonshire Hill Nursery and Primary School is an equal opportunities employer. Our environment is diverse in character and in its student population and we aspire to reflect this diversity in our staff. We positively welcome applications from minority groups. We are committed to safeguarding and promoting the welfare of children. This is reflected in our rigorous approach to the recruitment and professional development of staff. The successful applicant will be subject to an enhanced DBS check.**

# Job Description

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<b>JOB TITLE</b>	: Graduate Teaching Assistant
<b>RESPONSIBLE TO</b>	: Headteacher & Assistant Head for Inclusion and Pastoral Care
<b>PAY SCALE</b>	: Scale 4

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## MAIN PURPOSE OF THE ROLE:

To work under the guidance of the class teacher and Assistant Head for Inclusion to support the needs of specific pupils.

You will predominantly be working with groups of children under the direction of the class teacher, with occasional basic administrative tasks. Your role will also involve small group and individual support focused on raising attainment.

This role is ideal for an ambitious graduate looking to gain initial classroom experience ahead of a career in teaching.

## SUPPORT FOR PUPILS

- Provide pastoral support to pupils
- Participate in comprehensive assessment of pupils to determine those in need of particular help
- Assist the teacher with the development and implementation of Individual Education/Behaviour/Support/ Mentoring plans
- Support provision for pupils with special needs
- Establish productive working relationships with pupils, acting as a role model
- Develop 1:1 mentoring arrangements with pupils and provide support.
- Promote the speedy/effective transfer of pupils across phases/integration of those who have been absent
- Provide information and advice to enable pupils to make choices about their own learning/behaviour/attendance
- Challenge and motivate pupils, promote and reinforce self-esteem
- Provide feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Attend to pupils' personal needs and provide advice to assist in their social, health & hygiene development.

## SUPPORT FOR TEACHERS

- Support pupils' access to learning using appropriate strategies, resources etc.
- Work with other staff in planning, evaluating and adjusting learning activities as appropriate
- Monitor and evaluate pupils' responses and progress against action plans through observation and planned recording
- Provide objective and accurate feedback and reports as required, to other staff on pupils achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Assist in the development and implementation of appropriate behaviour management

strategies

- Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- Assist in the development, implementation and monitoring of systems relating to attendance and integration

### **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning
- Determine the need for, prepare and use specialist equipment, plans and resources to support pupils

### **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
- 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
- Recognise own strengths and areas of expertise and use these to advise and support others
- Supervise pupils on visits, trips and out of school activities as required

### **PROFESSIONAL KNOWLEDGE AND UNDERSTANDING:**

- Sound knowledge of the National Curriculum, September 2015 for Key Stage 1 & 2
- Sound knowledge and understanding of the Foundation Stage Curriculum
- Commitment to assessment for learning and ongoing teacher assessment
- Clear understanding of what progress and better than expected progress looks like in relation to entry point and age related expectations and outcomes.
- Proven track record in raising attainment and standards.
- An understanding of curriculum and pedagogical issues relating to learning and teaching
- Understanding of and commitment to the school policies, in particular implementation of the Pupil Behaviour and Discipline, Safeguarding and Child Protection, Health and Safety, Equality & Whistle Blowing Policies.
- Must understand what constitutes good practice and support for bilingual learners
- Knowledge of effective strategies to include, and meet the needs of, all pupils in particular underachieving groups of pupils, pupils with English as an Additional Language

and children with Special Educational Needs

- Familiarity with writing and delivering effective Individual Education Plans for pupils with Special Educational Needs.
- Some knowledge of teaching in areas of high deprivation.
- The understanding of the importance of breadth of curriculum and extended learning opportunities to broaden the children's horizons and to demonstrate a commitment to this.

**Please Note:**

This job description is intended as 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 in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working. In particular:

- To respond confidently and professionally to parents/carers, visitors and staff members at all times.
- To demonstrate commitment to gaining an Ofsted Outstanding Grade.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, whistle-blowing, security, confidentiality and data protection. Reporting all concerns to the appropriate person
- Be aware that under the Health and Safety at Work Act 1974 all staff have a duty to assure reasonable care for the health and safety of themselves and others affected by their acts or omissions at work and co-operate in meeting statutory requirements
- Ensure compliance with the Disability Statement, including the need to notify Personnel of any changes in circumstances
- The post-holder is required to respect the confidentiality of matters relating to pupils and other members of staff
- The post holder must be aware of and comply with the school's code of conduct including the school's dress code
- To identify own areas for professional development and commitment to the school's ethos of educational lifelong learning.
- To work within the school's policies and procedures.
- To keep the Leadership Team accurately and robustly informed of the varying needs of pupils.
- To keep up to date with DFE policy and the school's website so to accurately inform stakeholders as needed.

# Person Specification

<b>JOB TITLE</b>	: Graduate Teaching Assistant
<b>RESPONSIBLE TO</b>	: Headteacher & Assistant Head for Inclusion and Pastoral Care
<b>PAY SCALE</b>	: Scale 4

<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience working with children from 5-11 in an educational setting.</li> <li>- Experience of working with pupils with a range of SEND, including children with social communication difficulties.</li> <li>- Full working knowledge of the Code of Practice for SEND as well as school policies relating to SEND and child protection.</li> <li>- Awareness of policies relating to health and safety, equal opportunities, confidentiality and data protection.</li> <li>- Working knowledge of national curriculum and other learning programmes specifically relevant to children with social communication difficulties and more complex needs.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Very good numeracy/literacy skills (GCSE's)</li> <li>- Degree</li> </ul>
<b>Knowledge/Skills</b>	<ul style="list-style-type: none"> <li>- Understanding of principles of child development and learning processes and in particular, barriers to learning for children with social communication difficulties and more complex needs</li> <li>- Ability to plan effective actions for pupils with a range of SEND, including children with social communication difficulties and more complex needs.</li> <li>- Full understanding of the range of support services/providers</li> <li>- Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>- Ability to relate well to children and adults</li> <li>- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>- Commitment to the implementation of the school's equal opportunities policy</li> </ul>
<b>Continuing Professional Development</b>	<ul style="list-style-type: none"> <li>- A graduate who is looking to train to become a teacher</li> <li>- Willingness to undertake additional training/staff development as appropriate</li> <li>- Ability to reflect on your own professional practice</li> </ul>
<b>Arrangements for Performance Management.</b>	<ul style="list-style-type: none"> <li>- There is an annual performance management cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.</li> </ul>

# Guidance Notes to completing your application form

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## APPLICATION DEADLINE

Completed application forms must be received by midnight on **Monday 18<sup>th</sup> March 2019**. There are three available channels for application documents submission.

- Email your Application Form, Declaration of Criminal Record and other supporting documents to: [recruitment@devonshirehill.haringey.sch.uk](mailto:recruitment@devonshirehill.haringey.sch.uk) with your initial, Surname and the position you're applying for in the subject line; e.g. JBloggs – Teaching Assistant;
- Post Application Form, Declaration of Criminal Record and other supporting documents to: **Headteacher, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB**;
- Hand deliver Application form, Declaration of Criminal Record and other supporting documents to: **Headteacher, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB**.

## HOW TO COMPLETE YOUR APPLICATION FORM

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

### 1. PERSONAL DETAILS

Where it says 'known as', this is for example if your official documentation shows you as 'Elizabeth', but you like to be known as 'Liz'.

### WORKING IN THE UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK.

We always need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status, then you should contact the Home Office.

### 2 to 3. PRESENT OR MOST RECENT EMPLOYMENT/ PREVIOUS EMPLOYMENT

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. \*We may ask for references to cover a full five-year history, which may include time spent at school/further education. For this five-year history please provide full postal addresses, including postcodes.

If you were employed by an agency during that time we need to know the agency details and the companies that you were placed at.

If you have been self-employed during the last five years, this means that we will need to see your tax returns for that period if you are successful.

If you have been claiming benefits in the past five years we may contact the Benefits Office to verify this if you are successful.

### 4. QUALIFICATIONS & TRAINING/ PROFESSIONAL QUALIFICATIONS

Please give details of your education, qualifications and training, starting with secondary school.

## PROFESSIONAL QUALIFICATIONS

If we have requested that you have a professional qualification for this job (like QTS, HLTA status), you will need to provide us with the relevant original certificates/registration documents.

## 5. TRAINING COURSES ATTENDED IF RELEVANT

Mention any short courses that you have attended, including dates, that are particularly relevant to the job you are applying for.

## 6. SUPPORTING STATEMENT & ACHIEVEMENTS

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give specific examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done which tells us about the skills that you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

## 7. REFEREES

You should provide the names and the addresses of two people who know you and who are able to comment on your suitability for the post. One of these should be your current or most recent employer. If you are a school or college leaver, give your head-teacher's or your tutor's name. It is always advisable to make sure that your referees know you have used their names before we contact them. The appropriateness and accuracy of references will be checked. You are also advised that any previous employer may be contacted to verify the details you provide.

## 8. DISCLOSURE AND BARRING

Please read this carefully before completion.

The DBS an Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children or vulnerable adults. The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

Our borough's DBS & Rehabilitation of Offenders Policy is available upon request.

You can get more information about the DBS at [DBS Online](#)

We do not exclude people who are related to, or have a close personal relationship with our councillors, employees or school governors. We will make sure that they do not take part in the selection for this post.

## MONITORING

This Authority has an Equal Opportunity in Employment Policy, which we ensure that we monitor to ensure that our employees reflect the community that we serve. The information provided will be treated in strictest confidence, is never available to the recruiting manager and will only be used for monitoring purposes.

# Equality Statement

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We at The Devonshire Hill Nursery and Primary School understand that the Equality Act 2010 combines and builds upon the existing legislation covering discrimination and promotion of equality of opportunity.

We recognise that this Act brings together into one Act those areas now known as 'protected characteristics' that qualify for protection from discrimination such as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

We believe that everyone has the right to be treated with dignity and respect. We are opposed to any direct or indirect discrimination against individuals or groups whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We have high expectations of all pupils from across the ability range by aiming to provide them with every opportunity to succeed by providing the highest standards of teaching and learning within a curriculum that is broad, balanced, differentiated, relevant and exciting. We will monitor the progress of all pupils in order for them to achieve their expected targets.

We are opposed to any member of the school personnel or others connected with the school being victimised, harassed or bullied by another based on assumptions about their status in the afore mentioned categories or on any other grounds. Also, we will not discriminate against anyone because of their political affiliation.

In order to achieve the aims of this policy we will take measures of positive action to encourage or facilitate the employment or training of minority or disadvantaged groups as we recognise that the avoidance of discrimination is not sufficient in ensuring that equality exists in this school.

We work hard to maintain a positive ethos where all members of the school community work well alongside each other developing positive working relationships.

We want pupils to come to school to enjoy the meaningful experiences that we offer and where they feel valued and special. We want them to have a sense of pride in themselves and their school.

We want school personnel to see the importance and derive a sense of fulfilment from their work in school but above all we want them to feel valued by everyone in the school community.

We wish to work closely with the House Captains and House Representatives to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We aim to be judged at least good in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

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# Safeguarding Written Statement

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The Devonshire Hill Nursery and Primary School is a safe place for children, where our responsibilities for safeguarding children are taken seriously.

Through our curriculum we teach the children about personal safety, and how to keep themselves safe from harm.

There is a strong anti-bullying ethos evident throughout the school. We teach our children how to recognise bullying, how to keep themselves safe from bullying behaviour and how to report it. We listen to our children.

Our curriculum includes opportunities to discuss feelings and emotions, and helps children to think about their own personal safety and their rights as individuals to be kept safe from harm.

We teach our children about the uses and misuses of drugs, at an age-appropriate time and level.

Our sex education program teaches children about keeping themselves safe from harm, at an age appropriate level.

We have clear guidance to help children to use the Internet safely.

Our policies and agreed practices for child protection, health and safety, behaviour management, attendance and looked after children all comply with the recommendations of safeguarding children at school. We have a trained and designated child protection officer and deputy officer, and a designated governor with responsibility for child protection practices at the school.

We have policies to manage potential allegations against staff, whistleblowing and the use of physical intervention.

Our staff recruitment policies and practices are rigorous and comply with safe recruitment and selection requirements. We always pursue identity checks and qualification checks and we take up and scrutinise written references before employment.

We require evidence of enhanced Disclosure and Barring Services (DBS) clearance before employing any staff, in addition to pursuing List 99 checks.

All governors, voluntary helpers, supply teachers, agency staff, and outside club and coaching staff are required to provide evidence of enhanced DBS clearance.

The governing body is regularly updated about child protection, bullying and safeguarding policies and practices by the Headteacher.

It is the responsibility of every adult in the school to ensure that we maintain the highest level of awareness about possible unsafe practices and deal with any issues immediately and appropriately.

This Safeguarding Statement should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy and Principles;
  - Health and Safety Policy;
  - Online Safety Policy;
  - Disclosure and Barring Services Checks Policy;
  - Anti-Bullying Policy;
  - Supporting Pupils with Medical Conditions Policy;
  - Lettings Policy.
  - Sex Education and Relationships Policy;
  - Attendance and Truancy Policy;
  - Drugs;
  - Safer Recruitment Policy;
  - Whistleblowing Policy;
  - Pupil Behaviour and Discipline Policy;
  - Staff Handbook;
-