



CHILDERIC
PRIMARY SCHOOL



Childeric Primary School

Nexus Education Schools Trust

Teaching Assistant Recruitment Pack



***“We care,
we share,
we believe,
we achieve.”***



Childeric Primary School are recruiting a **Teaching Assistant**. You will be working with individuals, small groups and the whole class. You will support us to provide for the educational, spiritual, moral, social and cultural development for our pupils and will support the overall development of the school. You will need to be caring, hardworking, willing to undergo training and, most of all, enjoy working with children.

Salary	£27,306 - £28,977 pro-rata (NEST Inner London Schools Pay Banding)
Location	Childeric Primary School Childeric Road New Cross London SE14 6DG Tel: 020 8692 3453 www.childericprimary.co.uk
Hours	32.5 hours a week Monday - Friday 8.50 am - 3.50 pm (30 minutes unpaid for lunch) Term time only, 39 weeks per year Temporary contract until July 2024
Reports to	Team Leader / Headteachers
Start Date	As soon as possible in the Spring term
Closing Date	Wednesday 3 rd January 2024 at 12.00 pm
Interview Date	8 th or 9 th January 2024

Childeric Primary School offers an inclusive, caring environment where children happily explore a rich and diverse curriculum. Pupils are given opportunities to develop confidence, self-esteem and a strong sense of social responsibility. The fundamental purpose of the school is to meet the needs of all pupils to enable them to achieve as highly as possible in all areas of their development, in a safe, supportive environment. At Childeric we take every opportunity to promote British values, which complement our own values.

The school moto, devised by the school council, summaries our ethos:

“We care, we share, we believe, we achieve.”

Applications should be emailed to Natalie Taylor (PA to the Leadership Team)
ntaylor20.209@lgflmail.org no later than 12.00 pm on Wednesday 3rd January 2024.

Please contact the school directly if you wish to arrange a visit.

Applications will only be accepted from candidates completing the Trust's application form.

CVs will not be accepted in place of a completed application form.

Nexus Education Schools Trust

Nexus Education Schools Trust (NEST) is a growing Multi Academy Trust, presently with 19 primary schools across the London Boroughs of Bromley, Lewisham, Southwark and Kent. Our schools have benefited from capital investment over the last five years and provide excellent learning opportunities for our pupils. We partner with several multi academies and maintained groups of schools. NEST are accountable for the work of the Thames South Teaching School Hub, delivering teacher training and development in Bromley, Bexley and Greenwich.

NEST is an exceptional and distinctive learning community

At NEST our commitment to the learning process challenges all of our schools to fully endorse the concept of collaborative learning. Just as our commitment to inclusion is a non-negotiable, so too is each school's contribution to inter-school learning and the development of a NEST wide professional learning community.

Our team is committed to the principle:

“We have a moral purpose to provide excellence and opportunity for all, to enable lives to be transformed.”

Nexus Education Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undergo an enhanced DBS clearance.

We can offer:

- Opportunities for continuing professional development
- Strong school partnerships
- A happy, supportive and motivated team
- Appropriate resources, environment and support
- Innovative and collaborative organisation
- Staff benefits including cycle to work and technology scheme

Mission, Vision & Values

At NEST we have children at our centre, with all decisions in the interest of those we aim to develop and support. To support our aims, we have established a structure that ensures teaching staff, Trustees and Local Committee Members can focus on what matters the most - raising educational achievement in our academies.

The work of Nexus Education Schools Trust is underpinned by its four core principles; **Nurture, Educate, Succeed and Transform** and the values we agree as members of the organisation - in other words, our choices.

The value statements and choice descriptors are applicable to pupils, staff and reinforced through the work of the Trust.

In our schools, you will see children who are inspired by an excellent education that raises aspirations and enriches lives.

Job Description

Main purpose of the job

Teaching assistants are members of a multi-disciplinary team, working under the leadership and supervision of the teacher/senior staff. They work with individual pupils, groups and whole classes to support learning and give pastoral support to pupils. They support teachers in preparing resources and the learning environment.

Key responsibilities and tasks:

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs and English as an additional language, ensuring their safety and access to learning activities
- Assist with the development and implementation of individual education/behaviour plans
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for Teachers

- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the preparation and organisation of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive and supportive relationships with parents/carers and pupils
- Provide admin support e.g. photocopying

Support for the Curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake literacy and numeracy programmes, recording achievement and progress and feeding back to the teacher
- Support the use of computing in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity 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 and data protection, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/pupil/teacher/school/work and to keep confidences as appropriate
- Be aware of and support diversity 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
- Assist with displays throughout the school
- Create and maintain a purposeful, orderly and supportive environment
- Attend and participate in relevant meetings 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 playtimes, lunchtimes and before and after school. Administer minor first-aid if required.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Health and Safety

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues relating to health, safety and welfare.

Continuing Professional Development

- To participate in the Performance Management scheme.
- Undertake any professional development necessary as identified.

Additional points

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- The job description may be subject to amendment or modification, should circumstances change. Any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

General

Special Conditions of Service

This post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website. The central offices are based in a school and candidates are required to comply with Trust safeguarding and DBS procedures.

Policies and Procedures

Ensure, comply and be aware of all school policies and procedures in relation to all aspects of the school's management, teaching and learning.

Contacts and Relationships

Provide the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents/carers and colleagues.

Equalities

Ensure implementation of the school's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Data Protection

Nexus Education Schools Trust (NEST) is committed to protecting your privacy when you apply for a position with us. It is important to us that you can trust us to keep your information safe and to use it in ways that you will think are reasonable and ethical. NEST is the data controller for the information we hold about you, this means we control how your personal information is processed and for what purposes.

All staff are required to maintain confidentiality in relation to pupils, staff and parent information. For further information please refer to our Data Protection Policy <http://nestschools.org/nest-policies/>

This job description may be amended at any time after discussion with you.

Person Specification

The successful candidates will have:

Essential Knowledge and Experience

- Working with or caring for pupils of relevant age.
- Working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.

Skills and Abilities

- Good numeracy/literacy skills
- Effective use of ICT to support learning
- Use of other equipment technology - interactive whiteboard, photocopier
- Knowledge of relevant policies/codes of practice and awareness of relevant legislation
- Basic understanding of child development and learning
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to relate well to children and adults

The Desirables:

- First Aid training
- NVQ2 or equivalent for Teacher Assistants or equivalent experience or qualifications

Personal Qualities

- Good organisational and timekeeping skills
- Have the ability to use initiative and make decisions in collaboration with line manager
- Motivated to develop own practice
- Perceptive and sensitive to the needs of others
- A good sense of humour
- Resilience

Child Protection & Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

Throughout any recruitment process, Safeguarding and Child Protection are given a high priority. All interview panels include at least one member who has completed Safer Recruitment training within the last 3 years.

The Trust's Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

Keeping Children Safe in Education (2022)

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022.

We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Please visit www.nestschools.org for the full policy.

Safer Recruitment & Pre-employment Checks

Nexus Education Schools Trust is committed to safeguarding children.

This means that all employees (on either a paid or voluntary basis) require an Enhanced DBS check which includes a Barred List check.

For individuals applying for leadership and management positions a S128 check will also be required. For individuals who have previously lived abroad, overseas checks will also need to be taken prior to commencing employment.

Keeping Children Safe in Education, paragraph 220 introduces a new duty to consider 'carrying out an online search as part of their due diligence on the shortlisted candidates'. Please be advised that we will carry out online searches of all shortlisted candidates and may request details of any social media handles.

New employees will not commence work until all relevant checks have been completed.

Standard Checks

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK;
- Documentary evidence of identity that will satisfy DBS requirements;
- Documentary proof of current name and address;
- Where appropriate any documentation evidencing change of name;
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary, photocopies or certified copies **will not** be accepted.

Enhanced Checks

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act (1974). The amendments to the Exceptions order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about any disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings.
- If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues;
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children - this may only be answered 'not applicable' where your duties have not brought you into contact with children or young people.

Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK;
- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity checks and qualifications;
- Satisfactory Enhanced DBS Check;
- Verification of professional status such as QTS Status, NPQH (where required);
- Satisfactory completion of a Health Assessment;
- Satisfactory completion of the probationary period (where relevant);
- Where the successful candidate has worked, or been resident overseas for at least 12 months in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance including a statement of good conduct.

References & Verifications

We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify experience or qualifications before interview.

Any relevant issues arising from the application form, references of self-disclosure will be taken up at interview.