



Candidate Recruitment Pack

Teaching Assistant – Scale 4

Wormholt Park Primary School

Learning today for a better tomorrow





Dear Applicant,

I would like to thank you for your interest in applying for the position of Temporary Teaching Assistant at our school.

Wormholt Park is a diverse, friendly, welcoming and inclusive school within the London Borough of Hammersmith and Fulham. We are a Gold UNICEF 'Rights respecting' school and one of the first in London to achieve the *EQualities* Award.

Our aim is to provide a fun, safe and nurturing environment, in which children are valued, inspired and enjoy their time at school. We strive to provide an exciting and stimulating curriculum with many opportunities for trips, visits and workshops which enrich the learning experience; this is combined with high expectations of attainment, achievement and behaviour.

Our working environment is supportive, collegiate and friendly, with excellent career development opportunities. Leaders are committed to ensure that teachers achieve their full potential, as well as the children!

You can find out more about us by visiting our website at www.wormholtparkprimary.co.uk, or by contacting the school and speaking to our Assistant Head, Sam Everett.

Application closing date: 18th March 2022 (at 12.00 noon)

Shortlisting: 18th March 2022

Interview Date: 23rd March 2022

We look forward to meeting you.

A handwritten signature in black ink that reads 'Anika Hargie'.

Anika Hargie
Head Teacher

About Our School

Wormholt Park Primary is a two form entry inner city community school situated in the Wormholt and White City ward of Hammersmith and Fulham. It has its own Nursery provision.

The school is ethnically diverse with over forty home languages being spoken. Current levels of free school meal entitlement and pupil premium are significantly higher than the national average; consequently, the school is able to ensure that there are sufficient funds invested to meet the diverse needs of our pupils. Our SEND provision is excellent. We have a dedicated Arts studio and ensure that our curriculum is broad, stimulating and exciting.

Please visit the school website for a full picture of the work we do to make sure our children are happy and achieving their very best.

Our Vision

Our school vision states that every child will leave this school:

- Achieving their very best
- Happy and confident
- Tolerant and respectful of themselves and of others
- Always reaching for the stars!

Intent

To make this happen, we have designed a skills and knowledge based curriculum which recognises all children as individuals and supports them to recognise they have a role to play as members of the local, national and global community:

- We will promote children's curiosity and enthusiasm for learning
- We will provide well planned, creative and experiential learning opportunities, building on prior knowledge and skills, that will be matched to the individual strengths and needs of the children
- We will provide opportunities through an exciting and engaging curriculum, including a wide range of workshops and trips and the Skills Builder programme, to develop skills for life
- We will create a happy, friendly, stimulating working atmosphere
- We will encourage self-confidence, resilience and the ability to make decisions
- We will celebrate all types of achievements so that everybody experiences the fulfilment of personal and shared success
- We will ensure that everyone has access to equal opportunities. We will expect sensitivity and acceptance of others, and good manners
- We will ensure that 'Rights' education is embedded within the curriculum and that all children know and can use the language of rights.
- We will continue to promote our status as a 'Rights Respecting' school, developing pupils' tolerance and understanding of others and equipping them for life in a diverse and rapidly changing society
- We will ensure that curriculum across the school, including Personal, Social and Health Education, Relationships and Sex Education and Religious Education, teach children about those different to themselves; to promote tolerance and help children understand the importance of education in combating prejudice

What we can offer you

- Excellent professional development opportunities
- A strong, friendly team in a highly professional working environment
- Season Ticket Loan (for permanent staff)
- Cycle scheme (for permanent staff)
- Workplace Options Employee Assistance Programme

If you are Interested...

If you wish to be considered for this appointment, please complete the application form with a covering statement outlining your reasons for applying for this position and what you believe you would bring to Wormholt Park Primary School. Please note previous applicants will not be considered for this role. Your application should relate to the person specification and job description.

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Start Date: April 2022

We welcome informal visits from prospective applicants for a tour of the school. Please contact Sam Everett, Assistant Head on 020 8743 5073.



Required from April 2022
Teaching Assistant
 (Temporary post 1 term contract)
27.5 hours per week, 38 weeks p.a.
Scale 4, £15,175 p.a.

Experience	<ul style="list-style-type: none"> • Experience working with children of relevant age in a learning environment
Qualifications/Training	<ul style="list-style-type: none"> • Excellent numeracy/literacy skills – equivalent to NVQ Level 2 in English and Maths • Training in relevant learning strategies e.g. literacy
Knowledge/Skills	<ul style="list-style-type: none"> • Can use ICT effectively to support learning • Full working knowledge of relevant policies/codes of practice/legislation • Working knowledge and experience of implementing national/foundation stage curriculum and other relevant learning programmes/strategies • Good understanding of child development and learning processes • Good organisational skills • Ability to support colleagues • Constantly improve own practice/knowledge through self-evaluation and learning from others • 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 • Ability to move across all year groups to meet the needs of the school
Equal Opportunities	<ul style="list-style-type: none"> • Commitment to the implementation of the school's equal opportunities policy
Continuing Professional Development	<ul style="list-style-type: none"> • Willingness to undertake additional training/staff development as appropriate • Ability to reflect on your own professional practice

Job Description

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Description of Duties

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported
2. To aid the pupils to learn as effectively as possible, both in small group situations and individually by, for example, clarifying and explaining instructions, meeting physical needs as required whilst encouraging independence, ensuring the pupils are able to use the equipment and materials provided
3. To assist, with the class teacher (and other professionals e.g. SENCO as appropriate, in the development of a suitable programme for pupils who need learning support
4. In conjunction with the class teacher and other professionals to establish a supportive relationship with pupils and develop/promote self-esteem where appropriate
5. To assist teaching staff in the delivery of literacy and numeracy programmes within the school and by contributing to planning and monitoring of progress
6. To provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
7. To ensure resources are available and suitable for activities
8. In conjunction with the class teacher (and other professionals as appropriate) to develop and maintain a system of recording pupil's progress
9. To participate in the evaluation of the support programme e.g. attending meetings in school time
10. To provide regular feedback about the pupils to the teachers
11. To liaise, advise and consult with other members of the team supporting the teachers when asked to do so
12. To contribute to reviews of pupils' progress, as appropriate
13. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately
14. To undertake general clerical and administrative work, including filing and photocopying and the administration of coursework
15. To administer first aid and medication for pupils, under direction, where appropriate training has been provided
16. To attend relevant in-service training
17. To be aware of school procedures and comply with these.

Playground Supervision

To be responsible for the supervision of pupils in a given area of the school during breaks. Depending on the area of the school allocated, duties may include responsibility for helping pupils take the school meal and/or that of supervising pupils in and around the school buildings or playground during the lunch break.

Main Activities and Responsibilities

1. To supervise pupils during break about the school premises and in play areas.
2. To assist and direct pupils around the site
3. To liaise with any particular child's class teacher as required
4. To organise activities for pupils in the playground or in the classroom if the weather is wet.
5. To help pupils if they have had a trip/slip/accident in the playground and send to relevant first aid personnel.
6. To listen to and talk with pupils to support the convivial atmosphere of playtime
7. To be vigilant in the playground in terms of strangers/visitors to the school
8. To be aware of the school's health and safety, race equality and behaviour management policies
9. To follow the set rota or be flexible in terms of the need of the school and its pupils

