



KEREM SCHOOL

(Incorporating Kerem Early Years Unit)

FULL-TIME TEACHING ASSISTANT

REQUIRED WITH IMMEDIATE EFFECT

Recruitment Application Pack



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Welcome Letter from the Head Teacher

Thank you for showing an interest in the position of **Teaching Assistant** at **Kerem School**. As the **Head Teacher** of this vibrant and dynamic school, I am thrilled about the possibility of welcoming a new team member who can contribute to our **exceptional staff** and further enrich the **strong Jewish ethos** that defines us.

Kerem School, with its roots stretching back to **1948**, is a **special place where creative and passionate teaching fosters a thriving learning environment**. Our commitment to instilling a **love of Judaism** is at the heart of everything we do, ensuring that each child enjoys a **rich, rewarding, and well-rounded** educational experience.

We cater to around **150 pupils aged three to eleven** and pride ourselves on being a **close-knit, supportive community**. We work hand-in-hand with **parents, families, and governors** to ensure that every child flourishes. Our most recent **ISI Inspection (March 2024)** confirmed that we meet the **highest standards in all eight categories**—a testament to the **exceptional teaching, pastoral care, and leadership** that define our school.

At **Kerem School**, we provide a **stimulating, challenging, and well-rounded education**—both **secular and Jewish**—within a **warm and nurturing** environment. We embrace **innovation**, offering **1:1 iPads in Key Stage 2**, shared iPads in **Early Years and Key Stage 1**, and a wide range of **state-of-the-art coding and robotics equipment** to enhance learning. As an **independent school**, we are fortunate to have **small class sizes, excellent resources, and a generously staffed environment**, including **dedicated teaching assistants in every class and specialist teachers for subjects such as Physical Education and Music**. This ensures that our pupils receive the **individualised attention and high-quality education** they deserve.

Joining our team means stepping into a role where you can **truly make a difference**. You will collaborate with **dedicated colleagues** who are passionate about education and committed to **enriching the opportunities** we offer. Our supportive environment includes **professional development opportunities**, the freedom to **innovate**, and a culture where **your ideas and expertise are valued**.

If you are **passionate, enthusiastic, and ready to make a meaningful impact on our pupils' lives**, we can't wait to receive your application. This is an **exciting opportunity to be part of something special**, and we look forward to exploring how you could contribute to our fantastic school!

Warmest regards,



Naomi Simon

Head Teacher

The Application Process

If you wish to apply, please respond by submitting the Kerem School application form and attaching copies of your qualification certificates. Please also submit a supporting statement addressing the job description and person specification.

Applications should be emailed to vacancies@keremschool.co.uk as soon as possible. Please add the header “(Your Name) – Application for Teaching Assistant”.

Your References

You should give the names, positions, organisations, telephone contact numbers and email addresses of at least two referees, one of whom must be your current/most recent employer. If you specifically do not wish referees to be approached without your prior permission, then you should indicate the fact on your application. Finally, please ensure that you have included daytime, evening and mobile contact numbers.

Please note that applications will be reviewed as received, and will close as soon as a suitable candidate is identified. Therefore, early application is encouraged.





KEREM SCHOOL

JOB DESCRIPTION - TEACHING ASSISTANT

RESPONSIBLE TO Deputy Head Teacher
DIRECTED BY Class Teacher

Main Purpose of the Job

To support pupils to succeed educationally and socially.

To assist in development of the pupils' learning, the provision of care and the management of the pupils' behaviour under the guidance of teaching staff/senior colleagues.

Duties and responsibilities include:

Support for the Pupils

1. Establish constructive relationships with pupils and interact with them according to individual needs.
2. Promote the inclusion and acceptance of all pupils.
3. Encourage pupils to interact with others and engage in activities led by the teacher.
4. Set challenging and demanding expectations and promote self-esteem and independence.
5. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
6. To plan and deliver activities to meet the needs of the children.

Support for the Teacher

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
3. Assist with the planning of learning activities.
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
5. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
6. 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.
7. Support constructive relationships with parents/carers.
8. Administer routine assessment tasks and undertake routine marking of pupils' work you have worked with.
9. To meet regularly with the Class Teacher and Deputy Head Teacher.

Support for the Curriculum

1. Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
2. Assist with the implementation of programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. 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

1. 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.
2. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
8. Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

General Comments

1. A classroom assistant is viewed by the school as being part of the educational team.
2. Classroom assistants are expected to attend staff days/meetings when appropriate.
3. Any matter relating to a child's welfare and development should be discussed with the class teacher - never in the presence of children or other adults apart from members of the teaching staff.
4. Alert the teacher if consultation with parents concerning a child's welfare or development may be necessary - never consult directly with a parent or comment on a child's progress unless specifically requested to do so.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



KEREM SCHOOL

PERSON SPECIFICATION

<u>Factor</u>	<u>Essential</u>	<u>Desirable</u>	<u>Ascertained by</u>
Qualifications and Training	<ul style="list-style-type: none"> • Good numeracy and literacy skills. 	<ul style="list-style-type: none"> • Level 3 or above Teaching Assistant qualification. • Current First Aid/Paediatric First Aid qualification. 	Application form
Experience	<ul style="list-style-type: none"> • Experience of working with relevant age groups within a learning environment. 	<ul style="list-style-type: none"> • Experience of supporting children with a range of special educational needs. • Experience of communicating with a wide range of people from different backgrounds. • Experience of record keeping/observations. 	Application form Reference Interview
Knowledge and Understanding	<ul style="list-style-type: none"> • A sound knowledge and/or experience of working in a primary school. • Knowledge of ICT to effectively support the pupils (or willingness to train). • Understanding of the issues around safeguarding and behaviour in a school setting. 	<ul style="list-style-type: none"> • Good understanding of The National Curriculum and the related assessments. • Good understanding of child development and learning. • Understanding of the educational welfare and social needs of children. • A knowledge of some of the emotional, behavioural and social difficulties that may create a barrier to learning. • A good knowledge of the prayers and customs associated with being part of a modern orthodox school. 	Application form Reference Interview
Skills and abilities	<ul style="list-style-type: none"> • An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development. 	<ul style="list-style-type: none"> • Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards. 	Application form References Interview Specific qualifications or experience

	<ul style="list-style-type: none"> • The ability to develop an understanding of the educational, welfare and social needs of pupils. • Proven written and oral communication skills. • Numeracy and literacy skills to effectively support the pupils. • The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team. • The ability to work with a range of professionals from external agencies. • The ability to remain calm in challenging situations and to ask for help when needed. 	<ul style="list-style-type: none"> • Has good communication, planning and organisational skills. • Relentless drive to do whatever it takes to ensure all students succeed. • Results orientated. • The courage and conviction to make a difference. • Sustain energy, optimism and motivation in the face of pressure and setbacks. • Stay calm in difficult situations and maintain clarity of vision. • Be adaptable in the face of adversity. 	
Commitment	<ul style="list-style-type: none"> • A commitment to uphold the school's vision, values and staff code of conduct. • A commitment to equal opportunities and assisting the school in raising achievement for all its pupils. • A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner. • A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required. 	<ul style="list-style-type: none"> • Demonstrates resilience, motivation and commitment to driving standards of achievement. • Commitment to regular and on-going professional development and training to establish outstanding classroom practice. 	Application form References Interview
Safeguarding of Children	<ul style="list-style-type: none"> • Show a secure understanding of procedures of safeguarding of children and adhere to all school policies • An enhanced DBS check is required 		Interview Documentation