

Be the Best You Can



Give the Best You Can

Information Pack for Role of Teaching Assistant



Holwell Primary School

Dear Applicant

Teaching Assistant

We welcome your interest in this vacancy for a Teaching Assistant at Holwell Primary School. In this pack we aim to provide the essential information that will give you a clear view of our school. Holwell is a successful, expanding primary school situated within a mile of Welwyn Garden City town centre.

Our ethos is “Be the best you can, Do the best you can, Give the best you can”, which is reflected in everything we do. Holwell has been judged “Good” by Ofsted (November 2016) and have continued to develop innovative practice and improve outcomes for our pupils. We continue to share best practice and skills and prioritise the development of all our staff.

We are looking for a skilled and passionate professional who is continually seeking to improve their own practice and that of others.

The successful candidate will join hard working and driven teams, who are committed to improving outcomes for all pupils and ensuring that the children experience a rich and creative curriculum that prepares them well for the future.

The post is for 3 days, Wednesday, Thursday and Friday, the working hours are 08.30 – 3.30 with 1 hour unpaid lunch break. 2 of the days are permanent and 1 temporary.

Please find further guidance on our school and details on how to apply for the post within this pack. If you would like any further details please contact the school office on 01707 323716 or email admin@holwell.herts.sch.uk

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If you are ambitious and driven by a desire to improve outcomes for all pupils, if you love helping the school community and are always striving to improve and if you are keen to explore new ideas and ways of moving forward, we would like to hear from you!

We are looking forward to working together with our new teaching assistant as we continue to develop the exciting work we have started.

The closing date for applications is 4 pm, Monday 4th December and interviews will be held on Tuesday 12 December 2017.

You will be required to undergo an enhanced DBS procedure and complete a health declaration form if you are selected for the post. We will need you to bring originals and copies of your qualifications should you be called for interview.

Please send us your completed application form and personal statement linked directly to the person specification, to Mrs Rachel Mays, Office Manager, Holwell Primary School, Holwell Lane, Welwyn Garden City, Herts, AL7 3RP or by email: admin@holwell.herts.sch.uk

The application pack contains the following:

- Application form, safer recruiting form
- Background to our school and the local community
- Job Description
- Personal specification
- Website address so you can view the website and find the following:
 - Ofsted report

We are very much looking forward to meeting prospective candidates and receiving your application.

Yours sincerely

J. Mc. Intyre

Joe McIntyre
Headteacher

Overview

Holwell Primary School is situated in Welwyn Garden City, Hertfordshire. Welwyn Garden City, as its name suggests, is a garden city, founded by Sir Ebenezer Howard in the 1920s following his previous experiment in Letchworth Garden City. Welwyn has excellent commuter links with both the North and central London.

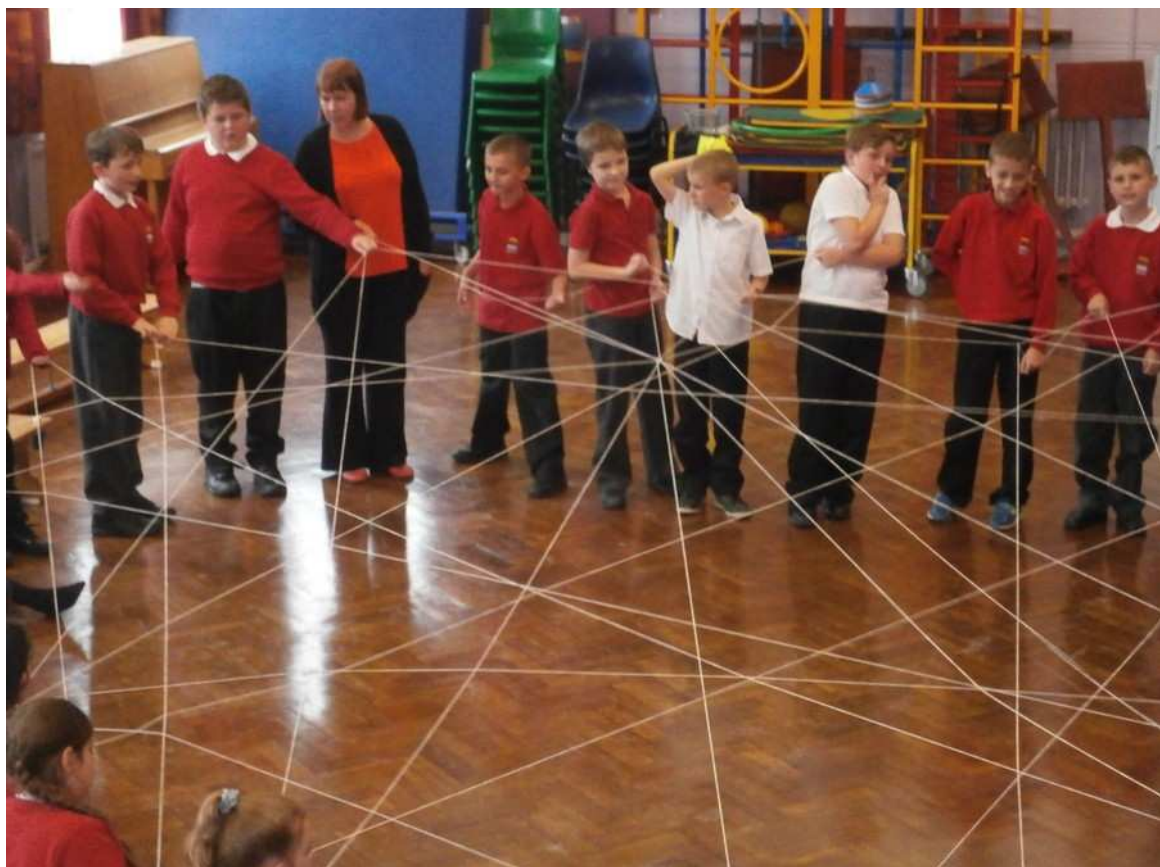


The school serves a wide community within Welwyn Garden City and is committed to providing the best education possible for all our pupils. Our school is dedicated to working with the local Welwyn Garden City Schools in projects including SEND, Delivering Special Provision Locally (DSPL). The Heads meet regularly as do the Governors, Deputies and Business Manager Groups.

Holwell Primary was built in 1932 and was originally called Ludwick School. The school opened in September 1932 with 700 children on roll. Head mistress Mrs Sing was also Headteacher to Peartree, another school in the local area. In 1950, Ludwick school changed its name to Holwell. In 1983 extensive building works were undertaken to replace the old prefab kitchen and dining areas with a purpose built kitchen and dining room. In 1994 building works were undertaken to build a further two classrooms – to house reception children and the school library. In the 1950s, further schools were built in Welwyn Garden City to cope with the expanding population and ease the numbers in Holwell Primary. The school is now growing to a two-form entry and an 8 classroom, two storey building – The Richards building, was completed in November 2015.

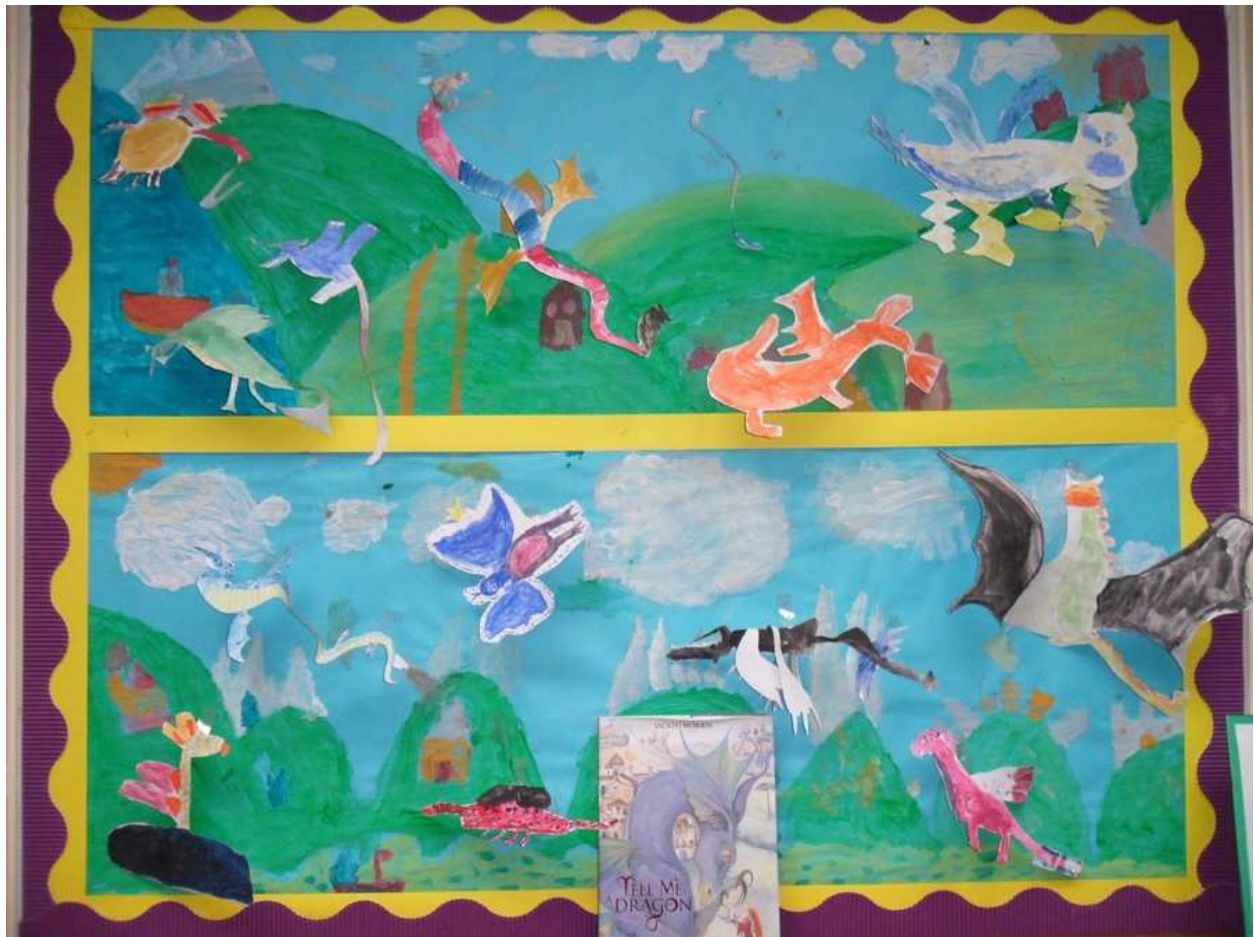
Our motto and core values encompass all that we believe to be important to school life:-

“Be the best you can, Do the best you can, Give your best you can”



Our emphasis upon community recognises that the education of young children is not the sole task of one party but is a true partnership between home and school. Together we endeavour to provide an environment that is safe and secure for children because we recognise that pupils who are happy in school will be successful in their learning. We place a great emphasis upon children achieving their full potential in all aspects of their development.

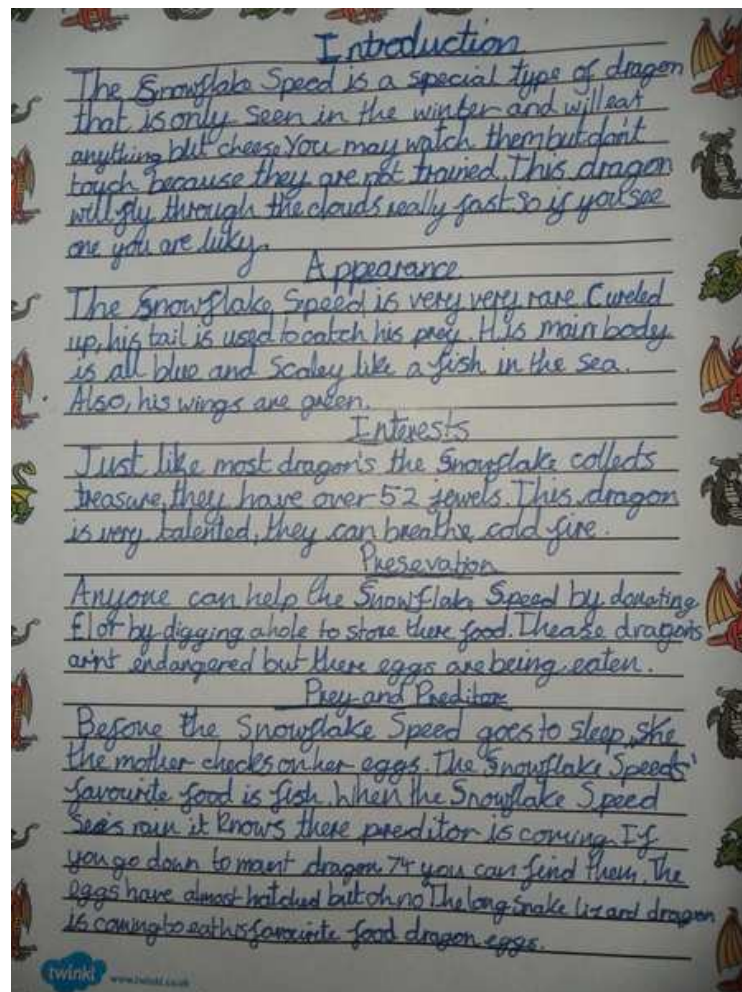
The full and varied curriculum offered, with after school enrichment clubs, is recognised as one of the schools' strengths. Details of the curriculum and after school activities for the school can be viewed in the schools' website.



Holwell has an experienced and highly committed teaching staff. Following our Ofsted inspection in November 2016, the inspector identified many strengths of our school. The inspector found the school has a 'passion and commitment to ensure all pupils succeed'. He also noted 'rapidly increasing rates of progress' as well as a 'positive climate for learning'. Furthermore, he identified a 'well planned curriculum' 'effective safeguarding' and 'a rising trend of improvement'. The school has been judged as 'Good' overall.

The summary and full report can be viewed via the links at the end of this document. The team and their partnerships with the Governing Body and parents is what have made the school successful as they strive for excellence.

We strive to perform well and our targets are always aspirational but achievable. Whilst these results are important, our primary focus remains on the all-round development of our children.



Curriculum

We offer our children a rich and creative curriculum.

Friends of Holwell

We have dedicated Friends of Holwell in our school, who hold fundraising events throughout the year.

Secondary School Links

We work in partnership with our local secondary schools – Stanborough, Sir Frederic Osborne, Monks Walk.

Breakfast Club

We offer an breakfast club from 07.45 am – 08.45 am 5 mornings a week.

After School Club

We run an inhouse after school club from 15.30 pm – 18.30 pm.

In house catering

We are the only school in Hertfordshire to provide in house catering. We ensure our children and staff are offered a nutritionally balanced lunch.

Job Description

Post: Teaching Assistant

Post Accountable To: Headteacher

Purpose and Scope of Job

To work under the instruction and guidance of teaching staff to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom, small groups or on a 1:1 basis outside the main teaching area

PRINCIPAL ACCOUNTABILITIES

Support for the Pupils

- Candidates will have a full commitment to child protection, safeguarding and promoting the welfare of pupils
- Supervise and provide particular support for pupils, including those with special needs – including emotional and behavioural needs, ensuring their safety and access to learning activities. This may include 1 to 1 work with individual pupils
- Assist the Teacher/Inclusion Manager with the development and implementation of Intervention programmes, Personal Care programmes/Individual support plans
- Establish constructive relationships with pupils and interact with them according to individual needs
- To promote and reinforce the children's self-esteem and encourage positive attitudes and social interaction and the inclusion and acceptance 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
- To monitor individual children's needs and provide feedback to pupils in relation to progress and achievement under guidance of the teacher

Support for the Teacher

- Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- To assist the teacher in planning and delivering of work programmes for individuals and groups of children and developing extended activities
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc
- Promote good behaviour, dealing promptly with conflict and incidents in line with school behaviour policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents and carers

- Administer routine tests and undertake routine marking of pupil's work following the school marking policy
- Provide clerical and admin support, e.g. photocopying, typing, filing, administer coursework etc.
- Prepare and clear up learning environment and resources

Support for the Curriculum

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, 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 and resources required to meet the lesson plans and 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, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos and aims of the school
- Appreciate and support the role of other professionals
- 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
- 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

You must be prepared to implement the schools Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the schools Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Person Specification

CRITERIA

ESSENTIAL CRITERIA

Job Related Education and Qualifications and Knowledge

- NVQ 3 for Teaching Assistants or equivalent qualification or experience
- Understanding of relevant policies / codes of practice and awareness of relevant legislation
- General understanding of national curriculum and other basic learning programmes / strategies
- Basic understanding of child development and learning
- First aid training as appropriate

Experience

- Experience of working with children of relevant age (Primary age 4-11)
- Experience in the effective use of computing to support learning

Skills/Abilities

- Good numeracy and literacy skills
- Ability to relate effectively to children and adults
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

Equalities

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Academy's Equalities Policy.

Desirable Criteria

- Previous experience as a Teaching Assistant in a school environment
- Experience of working with pupils with specific learning difficulties – including emotional and behavioural

Candidates must ensure that, if they are successful at interview, they are able to provide evidence of their Right to Work and Remain in the UK.

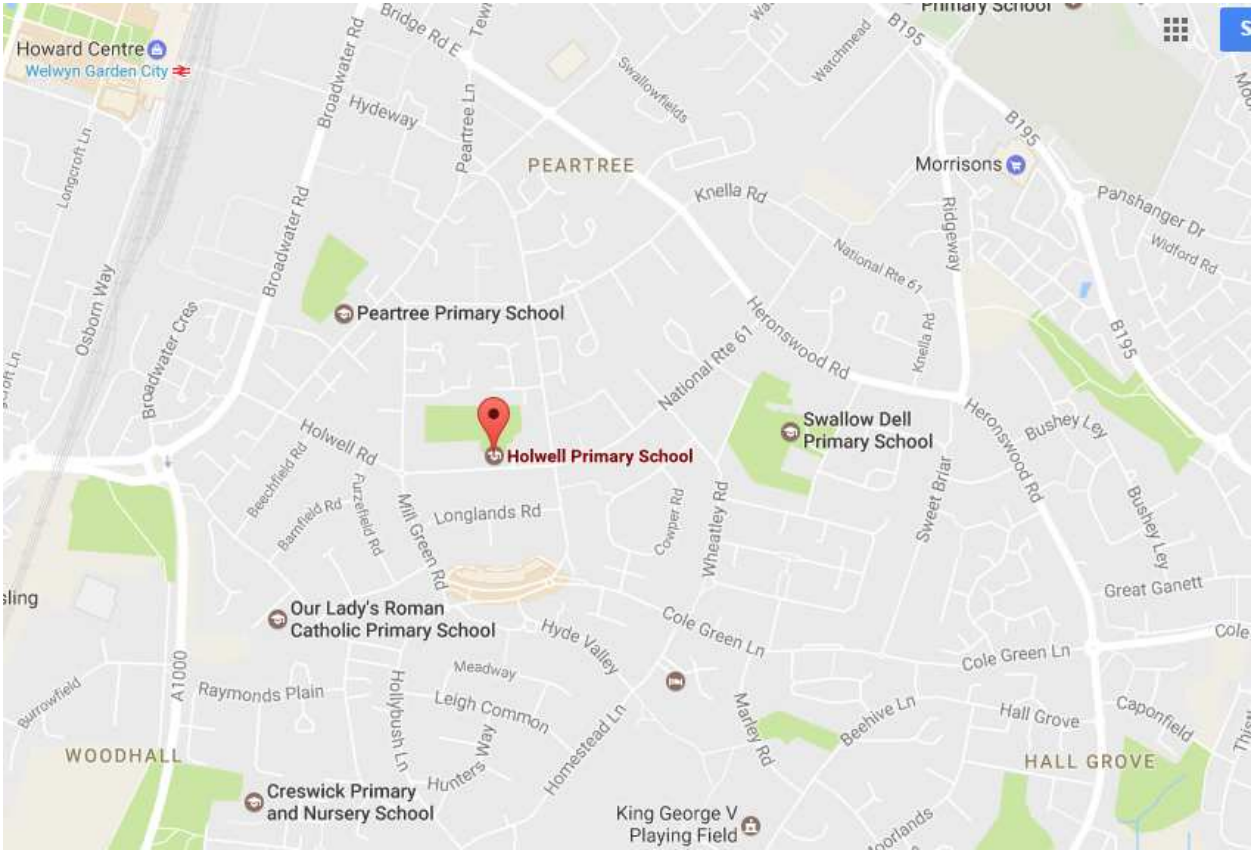
The School is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Successful candidates will be required to apply for an enhanced DBS via the Disclosure and Barring Service.

Holwell Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

How to find us:

Holwell Primary School



Links to Further Information

School Web Site

<http://www.holwell.herts.sch.uk/>

Latest Newsletters

<http://www.holwell.herts.sch.uk/newsletters>

Holwell Primary School Ofsted Inspection Report

<https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/117175>