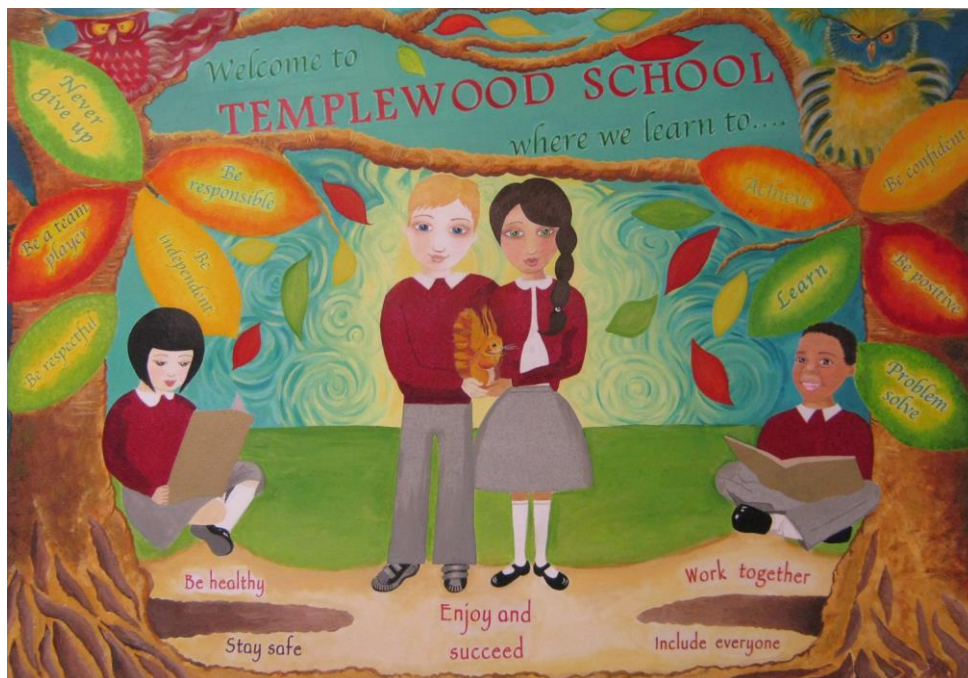


Applicant Pack  
for the role of



# ***Teaching Assistant***



**Templewood Primary  
School**

Dear Applicant

## ***Teaching Assistant***

Thank you for your interest in the vacancy of MSA at Templewood Primary School. I hope that from this pack you have a taste of what Templewood School is like. Templewood is a popular, successful school in Welwyn Garden City. We are fortunate to have a large array of grounds and woodland within our site that we are very proud of and utilise as much as we can within our learning.

The school's aim and vision is to develop the whole child, with our main purpose to prepare each pupil for their future: 'Roots to grow, wings to fly'.

Templewood was judged "Outstanding" by Ofsted (October 2006). We are consistently working to provide a rich and diverse curriculum, to engage all pupils.

The successful candidates will be welcomed into a hardworking, dedicated team, who are committed to providing pupils with excellent learning opportunities through a rich and creative curriculum.

Please find further guidance on our school website.

We would welcome visits to the school. Please contact Mrs Halsey in the school office, to organise an appointment on 01707 324251 or email [admin@templewood.herts.sch.uk](mailto:admin@templewood.herts.sch.uk)

The school is committed to safeguarding children and young people and all post-holders are subject to a satisfactory enhanced DBS clearance.

We look forward to meeting prospective candidates and receiving your application.

Yours sincerely



Krista Toal  
Deputy Headteacher

## Welcome to Templewood from Year 6

“It may be small but it is extremely friendly. Everyone, including the teachers, enjoys being here each day. Learning here is fun, especially as we get to physically do some of the lessons – like making circuits.

Throughout the year we do lots of exciting activities such as school plays, charity events, sports day, school trips and visits from special people. Playtimes at Templewood are always enjoyable as we have a got a wide range of equipment from skipping ropes to climbing frames! Also, we have buddies to look out for you when you feel lonely.

Here at Templewood we have many responsibilities, some of them are; School Council, Eco Warriors, and various others throughout the school. Finally there is a variety of clubs ranging from netball to School Newspaper.

We have really enjoyed our time here and think it is a brilliant school.”



## School Details & Organisation

Templewood is a Community Primary School where the Early Years Foundation Stage & Key Stage 1 classes have up to 30 children. The average Key Stage 2 class size is 30 children.

The School has generous space and accommodation and is housed in a Grade 2\* listed building which in 2011 celebrated its sixtieth anniversary.

The School is well staffed to provide the children with as much adult support as possible.

### **EYFS:**

Nursery Class: A Class Teacher, an Early Years Practitioner and a Learning Support Assistant

Reception Class: A Class Teacher, an Early Years Practitioner and a Learning Support Assistant

### **KS1 & KS2:**

Year 1 – Year 6: A Class Teacher and a Learning Support Assistant

Additional part time teachers and learning support assistants work throughout the school.

## “Roots to Grow, Wings to fly”

### Approaches to Learning/Teaching Methods

The School aims to help each child to develop as an individual and use his/her potential to the full. We hope the children will become independent learners working through self-motivation and interest. We try to ensure that every child has access to the whole range of learning experiences. We provide a broad, balanced curriculum which recognises the importance of all subjects. We are particularly keen to continue to organise special project based days or weeks such as Fair-trade Week, Art Week and Science Week.



### Behaviour

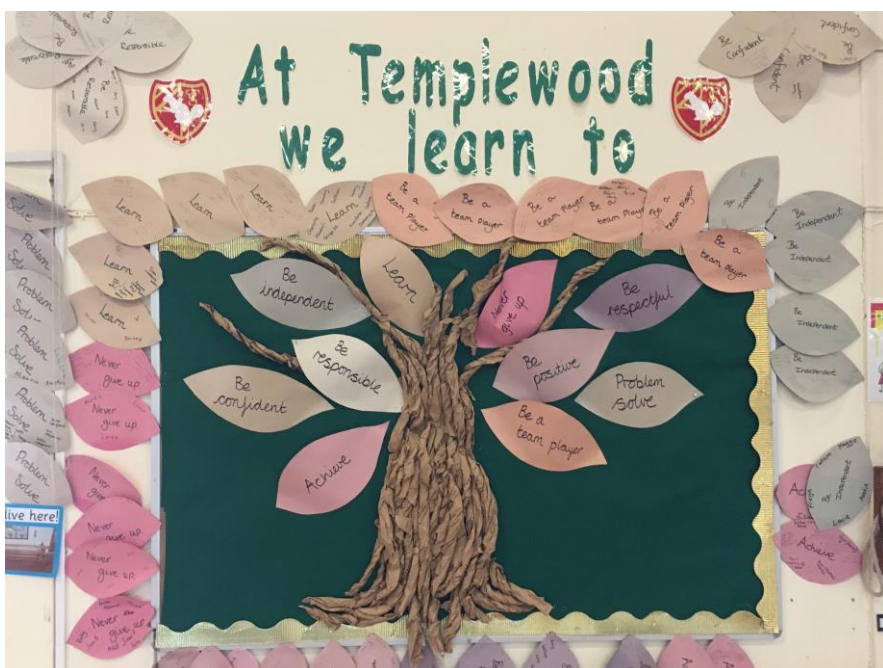
At Templewood we value:

- Self-discipline and proper regard for authority among pupils.
- Good behaviour and respect for others.

All the children at Templewood School are expected to behave in a responsible manner. We have a set of Golden Rules which were compiled by the pupils and staff.

#### Templewood Golden Rules

- Be a good team member
- Listen and be helpful to others
- Try your best at all times
- Look after property and your environment
- Be proud of yourself



## Governors

The Governing Body is responsible for working with Templewood School to ensure that it delivers a good quality education". Together with the Head teacher, who is responsible for day-to-day management, they set the school's aims and policies.

Governors have three main roles:

- To provide strategic direction for the school
- To act as a critical friend to the Head teacher
- To ensure accountability

Nominated Governors deal with matters such as finance, the curriculum, the school premises and personnel issues. Governors are also involved within the life of the School and attend events and visit during the School day. Minutes of Governing Body Meetings are available on request.

The Governing Body is made up of representatives from the Local Authority, parents, and members of school staff and of the local community. All Governors are appointed for a four year term. Parent Governors are elected by the parent body.

## Extra-Curricular Activities

There is a wide selection of school clubs. Some are run mainly on a voluntary basis by staff, parents and friends of the School and for others there is a small charge to cover costs. We are always looking for opportunities to develop further activities. At present these include:

Football	Netball
Eco Club	Dance Club
Art Club	Learning Log
Badminton	Newspaper
Construction	
French	

The children will work in a variety of ways:

- As a whole class with the teacher demonstrating and explaining
- As a whole class sharing ideas
- As members of a group working together
- As individuals

## Artsmark

At Templewood School we would like our pupils to be imaginative, creative individuals who can confidently express themselves. Through a variety of art forms all pupils are encouraged to develop their skills whilst cementing their understanding of curriculum topics. Whether working individually or with others, pupils are given access to a range of opportunities in class, as extra-curricular provision or with outside professionals and agencies. In this way we hope our pupils develop high self-esteem, creativity and imaginative skills who can flourish in the wider community.

## EYFS

The children in the EYFS learn by playing and exploring, being active, and through creative and critical thinking which takes place both indoors and outside. All the curriculum areas are developed through planned, purposeful play, with a balance of adult led and child initiated activities. Children's existing skills and interests will be built upon in order to help them learn. The activities are pitched at the children's levels of development enabling them to learn and succeed at a rate suitable to each individual.



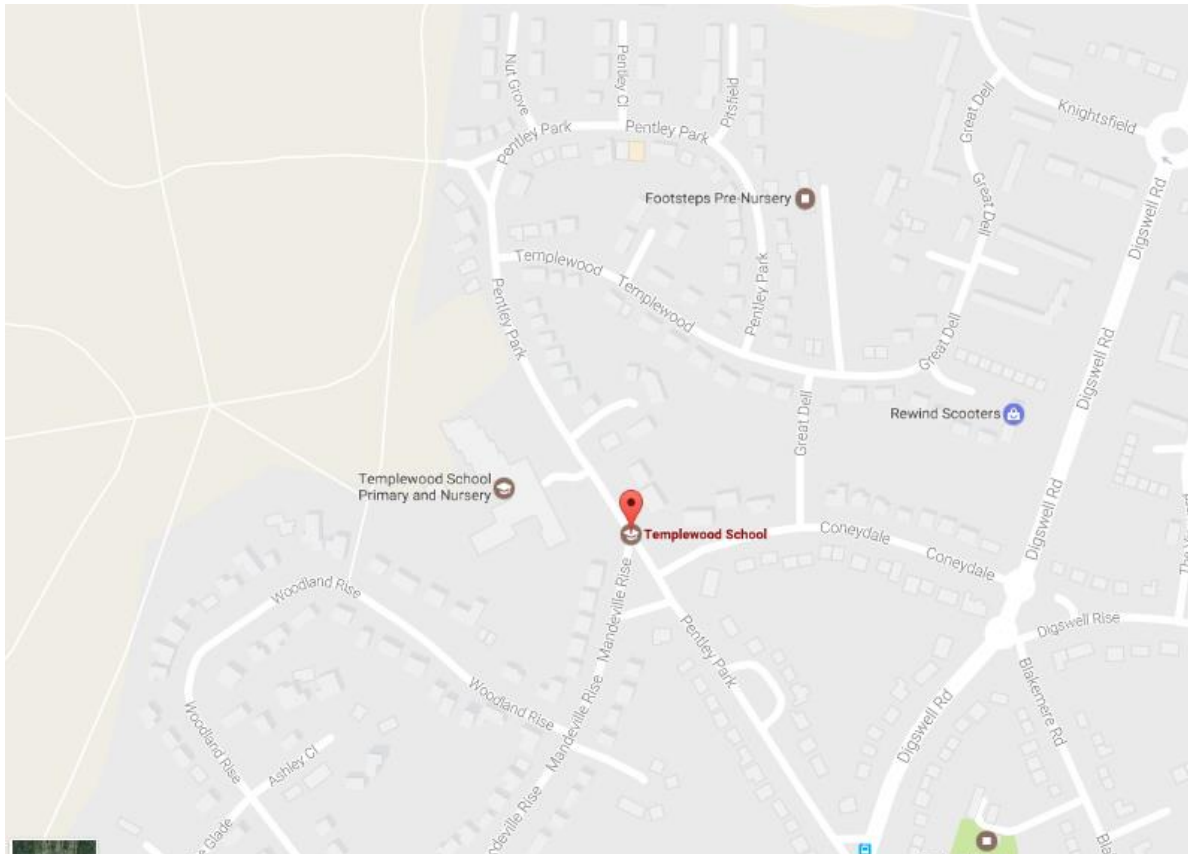
# Templewood Primary School

Pentley Park,  
Welwyn Garden City,  
Herts, AL8 7SD

☎ 01707 324251

[admin@templewood.herts.sch.uk](mailto:admin@templewood.herts.sch.uk)

[www.templewood.herts.sch.uk](http://www.templewood.herts.sch.uk)



## Links to Further Information

School Web Site

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

Templewood Primary School Ofsted Inspection Report

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