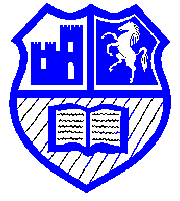
Otford Primary School

RECRUITMENT PACK





*Every single child is given the opportunity to achieve their very best in our inclusive and thriving village school. We pride ourselves on providing rich high quality learning experiences, we ensure learning is fun, practical, engaging for all. We foster an environment that values kindness, courage and curiosity which we hope will support your children along every step of their learning journey.*

*We aim to ensure that every child is immersed in rich learning opportunities across all curriculum areas in order for them to become enthusiastic life long learners. Pupils and staff are highly motivated and firmly believe in learning together, in partnership with families. Children leave us ready to play a significant part in the local and global communities.*



**Application Guidance**

Thank you for your interest in working at Otford Primary School. This application guidance has been developed to help you complete your application. Please take a few minutes to read through the information before filling out the application form.

Your application will be your first point of contact with the school. The content of your application will determine whether or not you will be invited to interview, therefore it is essential that you complete it as fully as possible. We will not make any assumptions about your abilities and do not take into account any previous applications.

CVs are not acceptable in the place of a completed application form and all candidates are required to address the criteria on the person specification for the post. However, you may submit a CV in addition to your completed application form.

**Personal Details**

Enter fully and clearly your name, address and telephone number(s) so that you can be easily contacted in the event that you are shortlisted to attend an interview.

**Employment**

State clearly your current or most recent employer’s name and address. Include details of the post held and (if applicable) reason for leaving.

**Previous Employment**

Enter names and addresses of all previous employers, starting with the most recent. You can also include work experience placements, holiday jobs or voluntary work in which you have developed skills relevant to the job you are applying for. It is very important that you complete this section in chronological order, and detail accurately any gaps between employment and other activities.

**Education**

Provide full details of your education at secondary level and above along with details of degrees/diplomas and any other qualifications, including those that you are currently studying for. Make sure you give all the information required, including levels and grades of any examinations taken. If a required qualification has been specified for the role, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if you are invited for an interview.

**Supporting Statement**

This section is very important. It gives you the opportunity to detail why you feel you are the best person for the job and why you are applying, and is the key information that is used for shortlisting. Before completing this section refer to the Job Description and Person Specification for the role.

**Application Guidance**

Add short Focus on how your skills, knowledge and experience meet each role requirement, detailed in the person specification giving specific examples. In completing this section you may refer to both paid and voluntary work and your experience within any school or any relevant experience outside

**Referees**

Provide the names, addresses and email addresses of two people who are willing and able to provide references in support of your application. One of these must be your current (or most recent) employer.

If you are an NQT We suggest you ask the Headteacher of your most recent placement and your university or college tutor, as they will be able to comment upon your teaching skills.

If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children. Please note that family members, friends and relatives are not acceptable

Referees will be asked about past disciplinary actions or allegations excluding those that were deemed to be unfounded, unsubstantiated or malicious when assessing your application.

If you are subsequently made a conditional offer of employment, further information may be sought.

**Eligibility to Work in the UK**

If you are selected to attend for an interview you will be asked to provide documentary evidence of your right to work in the UK.

**Declarations**

If you are appointed, you will be required to complete a Disclosure and Barring Service (DBS) application. The DBS will provide a report to you confirming whether you have any history of criminal convictions, including cautions.

**All posts in schools are exempt from the Rehabilitation of Offenders Act 1974; this means you must declare all convictions**, the existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

We need to know if you have a close relationship with and/or are related to any employee, governor or anyone else connected to the school, in order to ensure a fair selection process.

If you have a disability please provide details of any adjustments that you will require if shortlisted for an interview. Any details you provide regarding a disability will be dealt with sensitively and will only be disclosed to staff involved in the selection process when it is considered appropriate and necessary.

**Application Guidance**

Before submitting your application form ensure that you take time to read it through to check for any errors or omissions.

You may find it useful to keep a copy of your submitted application form to refer to if you are short listed for the post you are applying for. Your completed application must be submitted before the specified closing date.

Before submitting your application form ensure that you take time to read it through to check for any errors or omissions.

You may find it useful to keep a copy of your submitted application form to refer to if you are short listed for the post you are applying for. Your completed application must be submitted before the specified closing date.

**Next Steps**

All applications will be acknowledged. You will be notified within two weeks whether you have been shortlisted to attend an interview.

It is the policy of the Trust that feedback is not provided to candidates at the shortlisting stage

**Safeguarding**

It is an offence to apply for a job if you are banned from working with children. The School is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts are subject to a satisfactory DBS check. Shortlisted applicants will be asked to complete a criminal history declaration before interview.

**Privacy**

A copy of our privacy statement for job applicants can be found here

*Applications will be reviewed on a rolling basis and selected candidates will be contacted for an interview, so early application is encouraged. We reserve the right to close the advert when we are in receipt of sufficient applications and without notice.  We wish to stress that no discourtesy is intended in following such a procedure, and you should not let this deter you from future applications.*

**Job Description**

Job Title Teaching Assistant

School All Phases

Responsible to Class teacher & Head teacher

Date 21/6/2022

Purpose of the post To undertake support duties and assist the class teacher in the day to day needs of the pupils in their care,

to enable the teacher to implement the curriculum and respond to the pupils needs.

Main duties:

1. Provide pupils with the level and type of support specified by the teacher, whilst at the same time promoting and encouraging the pupils towards independence and accepting responsibility for their own behaviour.

2. Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and engage with.

3. Encourage pupils to interact with each other in an appropriate and acceptable manner.

4. Promote positive pupil behaviour in line with school policies by the use of praise and encouragement.

5. Set a good example in terms of dress, punctuality and attendance.

6. Set high standards and expectations in terms of work ethic and behaviour.

7. Help pupils with toileting and dressing, paying particular attention to hygiene.

8. To implement, supervise and support agreed learning activities/intervention programmes, adjusting activities according to pupils’ responses/needs under the direction of the teacher.

9. To provide, through oral and/or written communication, feedback in relation to progress and achievement of individual children, as directed by the teacher.

10. To undertake playground and dinner hall supervision, engaging with the pupils, during the mid-morning, midday and afternoon breaks according to an agreed rota and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff and logging major incidents in the log book.

11. Work under the direction of the teacher to prepare and maintain an effective learning environment.

12. To support the use of ICT in learning activities and develop pupils’ competence and independence in its use.

13. To prepare work and activities in advance of the lesson (within employed hours) so that all pupils are able to participate safely and effectively during the planned activities.

14. To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.

15. Share good practise with colleagues to provide consistent and effective support in line with the requirements and responsibilities of your role.

16. To monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievements against the pre-determined learning objectives.

17. To take part in training activities offered by the school and the county to further knowledge.

18. To supervise pupils on visits, trips and out of school activities as required.

19. Be aware of school plans, policies and procedures, especially Health and Safety and Child Protection

20. To take a flexible approach to their work, being willing to support colleagues.

Personal Responsibilities:

1. To develop curricular knowledge as required by the school.

2. To communicate through written feedback the progress and behaviour of the pupils.

3. To provide consistent and effective support in line with the requirements and responsibilities of your role.

This Job description will be reviewed annually or when the requirements of the post change.

Date...............................

Signature.................................. Signed................................. (Head teacher)

How to Apply: Please apply online via Kent Teach using the online application form.

Further Information: Please visit Otford Primary School website <https://www.otford.kent.sch.uk/>

The school is committed to recruiting with care and safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment .

All posts are subject to a satisfactory enhanced DBS check.

Our Child Protection policy can be found [*here*](https://primarysite-prod-sorted.s3.amazonaws.com/otford-primary-school/UploadedDocument/f9c488af-d14b-426c-b48c-0c9724822aa5/child-protection-policy-sept-21.pdf)*.*

