



Eden Primary, 79 Creighton Avenue, London N10 1NR Tel 0208 883 9527

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## RECRUITMENT PACK

### TEACHING ASSISTANT

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## **Welcome Letter from the Head Teacher Including How to Apply**

**April 2024**

Dear Candidate,

Thank you so much for your interest in applying for a teaching assistant position at Eden Primary. I hope that you will enjoy this introduction to our lovely school and that you will decide to apply.

Eden Primary opened in September 2011. We have a flourishing and dynamic Jewish primary school in a beautiful setting and building, designed and opened in 2012 to create a learning environment conducive to achieving the values and vision that we are committed to at Eden.

**We are now looking for an excellent teaching assistant to join us, as soon as possible or by September 2024. Part time teaching assistants may be considered.**

We are an ambitious school and are keen to find teaching assistants with a passion for teaching and learning to complement and build our team. They will be caring individuals with an enthusiasm for our inclusive ethos. They will be a strong practitioner preferably with teaching assistant experience and will have high expectations of children's abilities and behaviour and a passion for high quality, creative teaching and learning.

Eden Primary is a school that incorporates creativity, inclusion and outdoor education in a dynamic integrated curriculum. Jewish and General Studies can be integrated at Eden or taught discretely and therefore some knowledge of Judaism and Hebrew is an advantage but is definitely not required. The school is inspired by the Reggio Emilia approach to educating young children.

Families at Eden want a Jewish education for their children, which is firmly grounded in the context of the local community and the wider world. Eden Primary provides an education in which children learn about their own religion, backgrounds and cultural heritage, and also understand, explore, value and respect the full range of religions and cultures in our modern, integrated society.

I hope that you find the enclosed information helpful. I would be very happy to speak with you to tell you more about the school and answer any questions you may have. Please do contact me on 0208 883 9527 for an informal conversation.

I look forward to meeting you.

With very best wishes

Helen Graff  
Headteacher

## **Eden Primary Ethos**

Eden Primary is a Jewish school where everybody is welcome.

The school's Jewish ethos embraces children from across the spectrum of Jewish belief and the wider community on an equal basis.

Jewish, universal and British values are embedded in all that we do.

### **Jewish Education**

Is taught in an open way alongside the culture and traditions of other Religions so that all children and their families feel engaged and part of our community.

### **Inclusion and diversity**

Eden enables every child to develop their true potential by recognising and meeting their individual needs in an inclusive and nurturing school environment.

Children value and learn from the diversity and difference within our school and the wider community.

### **Creativity and innovation**

A love of learning motivated by creativity, curiosity, wonder and achievement is at the core of our approach to teaching and learning.

Eden strives for academic excellence achieved through an innovative curriculum integrating both Jewish and general studies with high expectations for all children.

### **Outdoor education**

Eden fosters a love of nature, the environment and outdoor activity so that the children develop self-confidence and well-being and learn how to enjoy, protect and take responsibility for the world around them.

*Commitment to this ethos leads us to strive for thoughtfulness, reflection and sustained excellence building a strong learning community of children and adults.*

## What kind of person are we looking for?

**Please also read carefully the job description and person specification further on in this pack.**

We are looking for:

- A teaching assistant who see the vision and values of the school as a good fit for their professional work.
- Highly professional, positive teaching assistant who will strive for excellence and work to a high standard securing the best possible outcomes for the children and for the school.
- Creativity and a passion for teaching and learning.
- A teaching assistant who is emotionally responsive to the needs of the children, their families and their colleagues.
- An interest in working in a Jewish school where Jewish and general studies are integrated in a meaningful way.

## Our Commitment to Staff

We can offer:

- A vibrant, warm and engaged community of children, parents, staff and governors.
- The challenge, excitement and rewards of creating, developing and improving a new school with an innovative vision, new approaches to school life and learning and inspiring values.
- The opportunity to work in a creative and thoughtful environment with a strong and committed team.
- The opportunity to work in a beautiful school building.
- Exciting professional development opportunities with an experienced leadership team.
- A committed and supportive governing body.

## TEACHING ASSISTANT

### Job Description

**Salary: Scale 4 point 7 (27,855.00 pro rata)**

**Hours: Full time. Term Time only.**

**Start Date: ASAP or September 2024.**

**Job Purpose:** To work under the direct instruction of teaching/senior staff, in the classroom, playground and dining room with teachers, to support access to learning and school life for all pupils and provide general support to the teacher in the management of pupils and the classroom.

### General duties

- Assist teaching staff to prepare classrooms for lessons and activities
- Encourage pupils' work and offer support where necessary
- Provide administrative and clerical support to teaching staff and other TAs regarding lesson planning and resources
- Take an active part in implementing the positive behaviour policy of the school, including with recording concerns
- Undertake pupil record keeping as requested e.g. taking registers
- Assist teaching staff and other TAs with creating and maintaining displays throughout the school
- Establish and maintain constructive relationships with pupils' parents and deliver pastoral support as required
- Be a good role model to pupils in terms of behaviour and attitude
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Assist with school trips

### Support the school

- Contribute to the ethos, value and aims of the school
- Comply with all relevant legislation and school policies, including those relating to safeguarding, health and safety and data protection
- Promote inclusion and acceptance of all pupils
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes

- Attend relevant meetings as required

### **Teaching and learning**

- Develop a secure knowledge of the learning support needs of individual pupils
- Identify where pupils are struggling and support them in understanding the information to complete the work
- Support the use of ICT and computing in learning activities, and develop pupils' competence and independence in its use
- Undertake activities set by teaching staff with individuals, or groups of pupils, to support pupils' learning
- Assist teaching staff to implement a variety of teaching strategies that support pupils in achieving their learning goals
- Assist teaching staff and the SENCo with the creation of individual learning plans for pupils
- Provide new and ongoing support for individuals or groups of pupils who need extra interventions to achieve their potential

### **Communication and coordination**

- Work closely with teaching staff, other TAs and the SENCo to close the attainment gap between individual pupils, groups of pupils and their peers
- Assist the class teacher in the production of a timetable for intervention
- Contribute towards pupils' annual reviews and report on the effectiveness of the interventions in place
- Assist in extra time and access arrangements, as appropriate, where external tests are administered.

### **Professional development**

- Participate in training and other professional development as required
- Provide the school with feedback on any training or professional development undertaken

## TEACHING ASSISTANT

### Person Specification

Selection decisions will be based on the candidate specification outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application form and supporting statement, you should ensure that you address the person specification and provide evidence of how you meet the criteria.

Qualifications	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Two or more GCSEs at grades 9 to 3 or equivalent, including English and Maths</li> <li>Desire to undertake additional training/staff development and to participate in staff meetings</li> </ul>	<ul style="list-style-type: none"> <li>Current First Aid certificate</li> <li>Safeguarding training</li> <li>Food hygiene certificate</li> </ul>
Skills and experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Experience working with young children</li> <li>Ability to use basic technology: computer, photo-copier, camera, video</li> <li>Ability to relate well to children and adults.</li> <li>Ability to reflect on own practice</li> <li>Experience of record keeping and monitoring</li> <li>Effective oral and written communication skills</li> <li>Demonstratable levels of numeracy and literacy</li> <li>Excellent communication skills</li> <li>Effective problem solving skills</li> <li>The ability to be proactive in seeking solutions</li> <li>The ability to work with pupils in a professional manner</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in an educational environment</li> <li>Experience of working on a one to one basis</li> <li>Good organisational skills and time management</li> <li>Experience working with children and young people with additional needs</li> </ul>
Knowledge	
ESSENTIAL	DESIRABLE

<ul style="list-style-type: none"> <li>• Knowledge of areas of legislation relevant to children protection and safeguarding</li> <li>• Knowledge of relevant school policies</li> <li>• Knowledge of curricular requirements of a primary school, in particular literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Jewish knowledge</li> <li>• Knowledge of national curriculum in EYFS, KS1 &amp; KS2</li> </ul>
<b>Personal Qualities</b>	
<b>PERSONAL QUALITIES</b>	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>• Able to work independently and as part of a team</li> <li>• Commitment to equal opportunities and to valuing a community of learners from diverse backgrounds</li> <li>• A commitment to achieving high standards in your work</li> <li>• Ability to form good relationships with staff, pupil, parents and carers</li> <li>• Punctual and professional</li> <li>• An openness to feedback, supervision and new ideas and an ability to reflect on your own professional practice</li> <li>• Ability to maintain confidentiality</li> <li>• Commitment to the protection and safeguarding of pupils</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to take the initiative and also to take direction</li> <li>• Capable of handling demanding workload and successfully prioritising work</li> <li>• Empathetic to those who face barriers to their learning</li> </ul>

## HOW TO APPLY

***Applications are due by noon on 13<sup>th</sup> May 2024***

### **Who should the completed application forms be returned to?**

Email your completed application form and your supporting statement or letter to Deniz Ozturk, School Business Manager, [deniz@edenprimary.org.uk](mailto:deniz@edenprimary.org.uk).

Alternatively, a completed hard copy of the application form and your supporting statement or letter to: Deniz Ozturk, School Business Manager, Eden Primary, 79 Creighton Avenue, London, N10 1NR.

***Shortlisted candidates will be notified by email, and references will be taken up before interview, unless stated otherwise on the application.***

### **What will the application process involve?**

We are keen to make the recruitment process as comprehensive and also as relaxed as possible to bring out the best in our candidates. **An interview and task for shortlisted candidates will take place at the school.**

### **Shortlisted Candidates**

Candidates will participate in a 30 to 40 minute panel interview and may be asked to spend some time with a child or group of children.

There will also be a short task.

The successful candidates will take up their posts as soon as possible or by September 2024.

***For more information about the school please go to our website at [www.edenprimary.org.uk](http://www.edenprimary.org.uk).***

## ADVERT

Eden Primary is a primary school that welcomes children from all backgrounds, integrating the best of general and Jewish education. The school is inspired by the diversity and strength of its community, an inclusive approach to learning, outdoor education, excellence in education and varied, innovative approaches to teaching and learning.

## TEACHING ASSISTANT

**Salary: Scale 4 point 7 (27,855.00 pro rata)**

**Hours: Full time. Term Time only.**

**Start Date: ASAP or September 2024**

Our innovative Jewish primary school welcomes and supports children of all faiths and backgrounds, in an open, respectful and creative learning environment.

We are looking for enthusiastic, creative and caring practitioners who will work one to one with children with SEND needs and across EYFS, KS1 & KS2.

Application Packs for the above positions can be found on our website under 'Jobs' at [www.edenprimary.org.uk](http://www.edenprimary.org.uk).

If you would like to know more about the school please contact Helen Graff, Head Teacher.

Closing Date for Applications: 13<sup>th</sup> May 2024

Interviews: 23<sup>rd</sup> May 2024

Eden Primary is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require full background checks, including two satisfactory references, an Enhanced DBS check and an online search, in line with KCSIE 2023. We are committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.