



# **EYFS/KS1 Teaching Assistant**

## **Recruitment Pack**

[www.angloportugueseschool.org](http://www.angloportugueseschool.org)

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# Welcome from the Founder: Dra Regina Duarte

Anglo-Portuguese School of London  
Talent Education Trust  
c/o Portuguese Embassy  
London SW1X 8PP

June 2021

Dear Applicant

Thank you for your interest in the post of EY/KS1 Teaching Assistant at Anglo-Portuguese School of London (APSoL). I trust that the enclosed pack will be of interest to you and look forward to receiving your application. The Anglo-Portuguese School of London is unique among bilingual education institutions in London, as it is the first school in the UK to offer a truly bilingual education in both English and Portuguese. The school is the realisation of a vision that was originally set over five years ago.

The school has secured a spacious site in Wandsworth, which was formerly used by South Thames College as part of its Western Campus and opened in September 2020 with a cohort of Reception children.

Following the English National Curriculum, the school will guide pupils through a focused study of the Portuguese language. Through this language immersion, as well as through the study of subjects such as geography, history, and other core subjects, we seek to create historical and cultural awareness of the language and culture in a local and international context. We will establish rigorous standards for academic attainment alongside the development and enrichment of strong sociocultural values around bilingualism, that will set the students up for successful lives in the multicultural world in which we live.

Our ideal candidate will be an outstanding practitioner. You will inspire excellence and have a track record of supporting students through their primary schooling, ideally as related to a bilingual education setting. You will be expected to carry out the professional duties of a classroom teacher as described below, as circumstances may require and in accordance with the school's policies under the direction of the Principal. The post-holder is required to fully support the vision, ethos and policies of the school.

Should you have any questions or want to have a further informal discussion regarding the position or school, please do not hesitate to contact me via email at [regina.duarte@angloportugueseschool.co.uk](mailto:regina.duarte@angloportugueseschool.co.uk) or by phone on 020 3417 0905. For now, I would like to thank you for expressing an interest in this post and in APSoL.

Yours sincerely,

Dr Regina Duarte  
Founder, Chair

## Key Information

School	Anglo-Portuguese School of London
Principal	Marta Correia
Telephone	020 3417 0905
Website	<a href="http://www.angloportugueseschool.org">www.angloportugueseschool.org</a>
School	2FE (60), growing organically to a capacity of 420 by 2027
Salary range	Wandsworth support staff pay scale
Closing Date	18 <sup>th</sup> June 2021
Interview Date	24 <sup>th</sup> June 2021
Start date	1 <sup>st</sup> September 2021

# Our Vision

APSoL is a bilingual school with an emphasis on gaining knowledge to support growth in English as well as Portuguese. In Reception, Portuguese is taught through an immersion model, whilst in KS1 and 2, there will be a daily language lesson as well as other subjects taught in Portuguese. As students continue through Key Stages, the emphasis on both languages will become more balanced as they progress through the 4-11 school.

The demonstrable benefits of early life bilingualism have been shown to improve communication skills, develop innate sense of cultural identity, and expands the horizon for later-in-life work opportunities which are not open to monolingual speakers. Bilingualism has also been shown to improve cognitive brain function linked to critical thinking and problem solving. English and Portuguese are also the first and fifth most widely spoken languages in the world, respectively, meaning that our pupils will leave prepared to engage in two useful languages in the highly globalised world in which they live.

The school seeks to bring pupils of different countries of origin, ethnicities, and linguistic backgrounds together under the goal of achieving the benefits of bilingualism in early childhood whilst offering its students a broader cultural, historical, and geographical understanding of the world. By supplementing the academic curriculum with enrichment opportunities that expand their sociocultural horizon.

Our vision and ethos are based around bilingual curriculum that will be broad and balanced throughout KS1 and 2, with access to the humanities and languages at all points. As a school whose intake is based on the Nodal Principles, we will be operating in an area alongside other high-quality primary schools, offering parents a wide selection. We will be a strong and unique school competing on level terms.

APSoL will work to ensure that every student achieves their maximum potential in a safe, stimulating, inspiring and high achieving primary school. As they continue through to their secondary education, they will have the tools to continue their academic inquiries as capable and confident citizens of the world.

We believe that all students can make better than expected progress and attain high standards if they learn in a high-quality bilingual environment with outstanding teaching and enrichment available in all subject areas. This is exactly what Anglo-Portuguese School of London will provide.



## Job Description and Person Specification

The purpose of this Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

### **Job details:**

Job title: **Reception/KS1 Teaching Assistant**

Directorate: Anglo Portuguese School of London

Reporting to: Principal

Grade: Point 2-4 (£22, 206-£23,014 FTE 37.5 hours)

### **Job description:**

- Work under the guidance of the class teachers and colleagues, in order to support and extend children's learning
- Contribute own thoughts and ideas termly, weekly, daily plans and Individual Education Plans (IEPs).
- Prepare the learning environment, assisting with the organisation of the room arrangement and resources. Valuing and displaying children's work.
- Take responsibility for a small group of children of varying types of needs, under the direction of the teacher, including teaching phonics groups and interventions.
- To help pupils access the full Reception & Year 1 curriculums, at the same time promoting independent learning both inside and outside the classroom.
- Support the children who are identified as Special Educational Needs (SEN), or English as an Additional Language (EAL), by organising the implementation of IEPs set by professionals.
- Accompany children on outside activities (supervised play, outdoor learning, trips).
- Encourage children's development, independence and self-reliance, initiative and problem solving skills.
- Observe children's activities and contribute to their written records.
- Work in a non-discriminatory way, being aware of differences and ensuring all children have equal access to opportunities to learn, develop and reach their potential.
- Maintain respectful and genuine interaction with children using warm and responsive communication strategies, which are appropriate to children's needs.
- Be supportive and welcoming to parents, recognising the expert knowledge they have of their children and encourage and value their involvement.
- Support the school to ensure that safeguarding and health and safety procedures are high and effective.
- Demonstrate high level of professionalism, confidentiality and care when dealing with children, parents and colleagues.
- Have good domain of standard English (spoken and written).
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### **Key work:**

- Oversee the introduction and settling in process for children and families into the school, including virtual/home visits, providing information about the school or services.
- Take responsibility in planning, tracking and evaluating.

- Set individual targets and monitor progress.
- Carry out a full record keeping programme for each child according to school policy.
- Be first contact for key parents.
- Set targets and review IEPs, in collaboration with the SENCO.
- Liaise with outside agencies eg EP, SALT
- Registration and safeguarding of all children
- Liaise with other professionals involved in the child's welfare (health support worker, visitor, SALT, EP, social worker)
- Support and include children with SEN, EAL and disadvantage, attending meetings and reviews as appropriate.

### **Safeguarding:**

- Maintain high standards of hygiene.
- Attend to the needs of sick or injured children. Apply First Aid as necessary, recording accidents and attending to children who are unwell until they are collected.

### **Mentoring/ advising:**

- Induct, train and mentor less experienced staff.

### **Personal Care:**

- Dress and undress children whenever necessary (due to accidents) following school personal care guidance.
- Help prepare children for physical activity (changing into PE kits/uniform)
- Feed children unable to feed themselves at lunchtime and supervise drinks at breaks
- Move and handle children following Health and Safety guidelines.
- Under guidance, assist individual children with mobility and independence. Training children with in the use of equipment, with advice and information passed on from other professionals, OT, EP
- Supervise children with toileting and assist those who aren't school-ready due to needs, seeking assistance from another staff member where this is required.
- Attend staff meetings, participate in job reviews and appraisals with school/trust leadership.

### **General requirements:**

- Take part in the school's performance management system.
- Attend staff meetings and inset days
- Strong commitment to bilingual education and furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of all children, young and vulnerable pupils that you are responsible for or come into contact with.

Person Specification - Reception/Year 1 Teaching Assistant		
	Essential	Desirable
<b>Qualifications</b>		
A minimum of GCSEs in English and maths grade A-C (or equivalent)	✓	
Level 2 Diploma for the EY practitioner	✓	
NVQ ECE level 3 in childcare		✓
A levels and a degree		✓
Good spoken and written English	✓	
<b>Experience</b>		
2. Working or caring for children at Foundation stage or KS1 including those who have needs.	✓	
<b>Knowledge</b>		
3. A sound understanding of early childhood development and learning.	✓	
4. Training in the relevant learning strategies.	✓	
5. First aid training/training as appropriate and desirable.	✓	
6. Understanding of relevant policies/codes of practice and awareness of relevant legislation.	✓	
7. Good working knowledge of national/foundation stage curriculum and other basic learning programmes and strategies.	✓	
8. Understanding of healthy schools initiative and every child matters framework.	✓	
9. An understanding of Child Protection/ Safeguarding issues and procedures.	✓	
<b>Skills</b>		
10. Good numeracy and literacy skills.	✓	
11. Effective use of ICT to support to learning.	✓	
12. Ability to relate well to children and adults.	✓	
13. Ability to self-evaluate learning needs, and actively seek learning opportunities.	✓	
14. Work constructively as part of a team, understanding classroom roles and responsibilities and own position/impact in these.	✓	
15. Display commitment to the protection and safeguarding of children and young people.	✓	
16. To support the team managing behaviour, reporting concerns and incidents in accordance with schools policies and procedures.	✓	
<b>School</b>		
16. To actively support the school's vision, values and ethos.	✓	