

**CANDIDATE  
INFORMATION  
PACK 2024**



**Teaching Assistant (maternity cover)**

**Start date: 1st September 2024**



School of London  
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# About the school...



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Dear Applicant,

I am delighted that you are interested in the teaching assistant post at APSoL.

APSoL opened in September 2020 with a cohort of Reception children. Year on year, we take a new cohort of children. By September 2026, we will be at full capacity, when our first Reception children reach Year 6.

Our school is situated on Courthouse Way, just off Wandsworth High Street adjacent to South Thames College. We are currently undergoing a significant renovation project which is intended to be completed in 2023, comprising of state-of-

the-art learning environments and all weather play decks.

The school has embraced the National Curriculum and has designed an

exciting, relevant and

progressive cross-curricular thematic

curriculum, whilst maintaining a strong focus on language learning.

We have specialist language teachers to lead Portuguese language teaching.

As a school, we are fully committed to providing each child with the best possible standard of education, growing confident learners and citizens of the world.

In creating a curriculum that is exciting, relevant and innovative, we believe that we are providing our children with the skills and mindset to needed to navigate their futures.

Our various enrichment and wider curriculum opportunities, empower our children to be what they want to be and give them the self-confidence to know that they can do this.



# Job description for Assistant Headteacher post



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## Job description

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Position: Teaching Assistant

Grade: Wandsworth Support Staff  
pay scale Grade: Point 2-4 (£22, 206-  
£23,014 FTE 37.5 hours)

Responsible to: Principal / SENCO

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### Job purpose:

- The post holder will be able to effectively support all children, independently of ability, with all aspects of teaching and learning.

### Main activities and responsibilities:

#### ⇒ Duties

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.

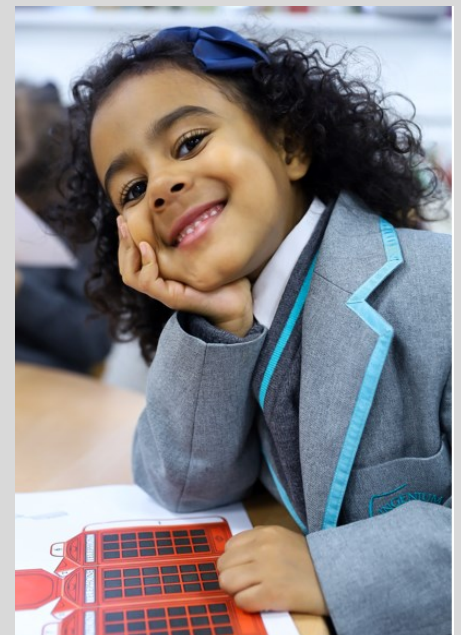
Observe children's activities and contribute to their written records.

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



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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.

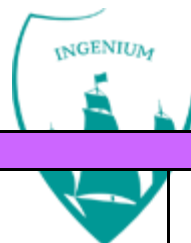
Attend staff meetings and inset days

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,

# Person Specification:

## Teaching Assistant



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Qualifications	essential	desirable
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—native level grammar	✓	
<b>Experience</b>		
2. Working or caring for children in KS1 or KS2 including those who have needs.	✓	
<b>Knowledge</b>		
3. A sound understanding of National Curriculum UK and child 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, confident in English and Maths subjects up to Year 6.	✓	
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.	✓	



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**Are you a passionate, caring and proactive teaching assistant?**

In line with up-to-date research, we use effective models of supporting in-class that allow students to be as independent as possible, while receiving the scaffolding they need to ensure they can achieve.

Teaching Assistants communicate closely with the class teacher so that they gain experience in co-planning and co-delivering parts of lessons, and they are there to support the whole class, not just one individual.

Teaching Assistants are expected to know the curriculum of the subject(s) in which they support, as well as to know the particular Special Educational Needs of students in their classes.

This post is subject to an enhanced DBS check.

Please note, this post is to start 1st September 2022. No holidays will be authorised during term-time.

**Contact details:**

We highly recommend pre-application discussion with the Principal or visit to the school. To arrange, please contact Marta Correia via Tel: 0203 417 0905

**Completed applications and letters of application must be sent to the principal**

Marta Correia

Marta.correia@angloportugueseschool.org

**By: 22nd March 2024**

**Interviews: tbc with shortlisted candidates**

**Please complete the school application form and ensure that you meet all the criteria on the job description and person specification.**

**Safeguarding:**

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment .