



KEREM SCHOOL
(Incorporating Kerem Early Years Unit)

FULL TIME KS1 TEACHING ASSISTANT

REQUIRED WITH IMMEDIATE EFFECT

Recruitment Application Pack



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Welcome Letter from the Head Teacher

Dear Candidate,

Thank you for showing an interest in the position of a Teaching Assistant at Kerem School. I am privileged enough to be the Head Teacher of this wonderful school and I am keen to appoint an excellent candidate who will enhance our existing outstanding staff. Kerem School is a wonderful school where, as a result of creative and passionate teaching alongside the fantastic and wide ranging opportunities that they are offered, children thrive. At Kerem, children develop a love of Judaism which is at the core of all that we do.

Our teaching assistants work closely with class teachers to support the teaching and learning of children in their class. In addition to working with children in the classroom setting, they also have the opportunity to work with individuals and small groups running intervention sessions.

Kerem School, incorporating the Early Years Unit, opened in 1948 and educates pupils between the ages of three and eleven. We are a community school with approximately 170 pupils on roll. We firmly believe that by building strong partnerships with parents and families we are able to 'work together and achieve together'. Our early years classes are housed in their own building on a different site from Years 1-6. This means that there is a lovely homely feel to the early years with the children fortunate enough to have their own well resourced outdoor area.

At Kerem, we aim to provide all our children with a challenging and stimulating secular and Jewish education within the security of a warm and caring learning environment. We aim to promote excellence and celebrate achievement by involving children in their learning through close contact with parents, governors and community, and by ensuring a safe, hard-working atmosphere in which all children can develop positive attitudes to their work. All the children in KS2 have access to 1:1 iPad devices. The children in the Early Years and Key Stage 1 have access to shared iPads.

If you were to join our staff team, you will have an opportunity to play a vital role at Kerem. As a staff member you will work with our existing team to develop and strengthen the opportunities offered to the children and ensure that we provide them with the best possible education that we can. We value the efforts and attainment of all our pupils, providing them with a strong Jewish identity to leave Kerem as confident individuals prepared for the challenges that lie ahead.

We can offer you dedicated colleagues, hardworking children as well as supportive parents and governors. As an independent school, we offer smaller class sizes, longer than average holidays, and free lunch! Professional development opportunities are open to you, as well as the flexibility to 'think outside the box'. Working at an independent school offers lots of perks and I encourage you to get in touch with us to find out more.

If you are ready to take on a new challenge, have enthusiasm and a good work ethic with a passion for making a difference to children's lives, this could be the job for you and I very much look forward to receiving your application.

Kind regards,



Naomi Simon

Head Teacher

The Application Process

If you wish to apply, please respond by submitting the Kerem School application form and attaching copies of your qualification certificates. Please also submit a supporting statement addressing the job description and person specification.

Applications should be emailed to vacancies@keremschool.co.uk as soon as possible. Please add the header “(Your Name) – Application for KS1 Teaching Assistant”.

Your References

You should give the names, positions, organisations, telephone contact numbers and email addresses of at least two referees, one of whom must be your current/most recent employer. If you specifically do not wish referees to be approached without your prior permission, then you should indicate the fact on your application. Finally, please ensure that you have included daytime, evening and mobile contact numbers.

Please note that applications will be reviewed as received, and will close as soon as a suitable candidate is identified. Therefore, early application is encouraged.





KEREM SCHOOL

Norrice Lea, London, N2 0RE

020-8455 0909

vacancies@keremschool.co.uk

Head Teacher Ms N Simon B.Ed, NPQH

www.keremschool.co.uk

FULL-TIME KS1 TEACHING ASSISTANT required with immediate effect

We are seeking to appoint an experienced, passionate and inspirational Teaching Assistant to join the hardworking and caring staff at this wonderful school. This is an exciting opportunity to help make a difference to the lives of the children at Kerem.

Kerem School is an independent Modern Orthodox Jewish, Zionist primary school. Our aim is that every child should be a confident, happy and motivated pupil who achieves their full potential in both Jewish and Secular Studies.

We are looking for passionate, creative educators who are able to work as part of a team. We offer opportunities for professional development and in-school support. Candidates should feel comfortable supporting Jewish customs in the classroom. As an independent school, we offer smaller class sizes, assistants in each class, longer than average holidays, and a free lunch! Where it works for both the school and a member of staff, we also offer flexible working hours.

We look forward to hearing from you if you are an excellent and experienced classroom practitioner, inspire children and have high standards and expectations in all areas of school life.

Salary Ka1b - £22,048.00

Please note that applications will be reviewed as received, and will close as soon as a suitable candidate is identified. Therefore, early application is encouraged.

To apply, applicants should complete an application form which can be found on the school website: www.keremschool.co.uk/vacancies.

Kerem is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).



KEREM SCHOOL

JOB DESCRIPTION	TEACHING ASSISTANT
RESPONSIBLE TO	Deputy Head Teacher
DIRECTED BY	Class Teacher
SALARY	Salary Ka1b - £22,048.00

Main Purpose of the Job

To support pupils to succeed educationally and socially.

To assist in development of the pupils' learning, the provision of care and the management of the pupils' behaviour under the guidance of teaching staff/senior colleagues.

Duties and responsibilities include:

Support for the Pupils

1. Establish constructive relationships with pupils and interact with them according to individual needs.
2. Promote the inclusion and acceptance of all pupils.
3. Encourage pupils to interact with others and engage in activities led by the teacher.
4. Set challenging and demanding expectations and promote self-esteem and independence.
5. Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
6. To plan and deliver activities to meet the needs of the children.

Support for the Teacher

1. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
2. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
3. Assist with the planning of learning activities.
4. Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
5. Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
6. Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
7. Support constructive relationships with parents/carers.
8. Administer routine assessment tasks and undertake routine marking of pupils' work you have worked with.
9. To meet regularly with the Class Teacher and Deputy Head Teacher.

Support for the Curriculum

1. Assist with the implementation of structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.

2. Assist with the implementation of programmes linked to local and national learning strategies, recording achievement and progress and feeding back to the teacher.
3. Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
8. Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

General Comments

1. A classroom assistant is viewed by the school as being part of the educational team.
2. Classroom assistants are expected to attend staff days/meetings when appropriate.
3. Any matter relating to a child's welfare and development should be discussed with the class teacher - never in the presence of children or other adults apart from members of the teaching staff.
4. Alert the teacher if consultation with parents concerning a child's welfare or development may be necessary - never consult directly with a parent or comment on a child's progress unless specifically requested to do so.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.



KEREM SCHOOL

PERSON SPECIFICATION

<u>Factor</u>	<u>Essential</u>	<u>Desirable</u>	<u>Ascertained by</u>
Qualifications and Training	<ul style="list-style-type: none"> ● Good numeracy and literacy skills. 	<ul style="list-style-type: none"> ● Level 3 or above Teaching Assistant qualification. ● Current First Aid/Paediatric First Aid qualification. 	Application form
Experience	<ul style="list-style-type: none"> ● Experience of working with relevant age groups within a learning environment. 	<ul style="list-style-type: none"> ● Experience of supporting children with a range of special educational needs. ● Experience of communicating with a wide range of people from different backgrounds. ● Experience of record keeping/observations. 	Application form Reference Interview
Knowledge and Understanding	<ul style="list-style-type: none"> ● A sound knowledge and/or experience of working in a primary school. ● Knowledge of ICT to effectively support the pupils (or willingness to train). ● Understanding of the issues around safeguarding and behaviour in a school setting. 	<ul style="list-style-type: none"> ● Good understanding of The National Curriculum and the related assessments. ● Good understanding of child development and learning. ● Understanding of the educational welfare and social needs of children. ● A knowledge of some of the emotional, behavioural and social difficulties that may create a barrier to learning. ● A good knowledge of the prayers and customs associated with being part of a modern orthodox school. 	Application form Reference Interview
Skills and abilities	<ul style="list-style-type: none"> ● An ability to develop positive relationships with children, valuing their diversity, in order to enhance their learning and social development. ● The ability to develop an understanding of the educational, welfare and social needs of pupils. ● Proven written and oral communication skills. ● Numeracy and literacy skills to effectively support the pupils. ● The ability to form and maintain good working relationships with teachers, pupils and parents and be able to work in a team. 	<ul style="list-style-type: none"> ● Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards. ● Has good communication, planning and organisational skills. ● Relentless drive to do whatever it takes to ensure all students succeed. ● Results orientated. ● The courage and conviction to make a difference. ● Sustain energy, optimism and motivation in the face of pressure and setbacks. ● Stay calm in difficult situations and maintain clarity of vision. 	Application form References Interview Specific qualifications or experience

	<ul style="list-style-type: none"> • The ability to work with a range of professionals from external agencies. • The ability to remain calm in challenging situations and to ask for help when needed. 	<ul style="list-style-type: none"> • Be adaptable in the face of adversity. 	
Commitment	<ul style="list-style-type: none"> • A commitment to uphold the school's vision, values and staff code of conduct. • A commitment to equal opportunities and assisting the school in raising achievement for all its pupils. • A commitment to becoming familiar with and applying whole school policies, procedures and standards and be willing to implement them in a consistent manner. • A commitment to attend in-service and external training courses and to develop and update knowledge and skills as required. 	<ul style="list-style-type: none"> • Demonstrates resilience, motivation and commitment to driving standards of achievement. • Commitment to regular and on-going professional development and training to establish outstanding classroom practice. 	Application form References Interview
Safeguarding of Children	<ul style="list-style-type: none"> • Show a secure understanding of procedures of safeguarding of children and adhere to all school policies • An enhanced DBS check is required 		Interview Documentation