

St. John's Church of England (Voluntary Aided) Primary School

Ofsted & SIAMS Outstanding



**Teaching Assistant
Information Pack
2019**



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Autumn 2019

Dear Applicant

Welcome, and thank you for your interest in our Teaching Assistant vacancy here at St. John's.

We are a committed and supportive school with a visible Christian distinctiveness and our ethos is key to all we do and achieve. We have excellent teams of teaching assistants, teachers and support staff; a prolific school association and an encouraging governing body; all embedded in school life.

We are a growing school. Having opened a superb new building in September 2017 we continue to expand to two-form entry. We value and invest in professional development and have a successful apprenticeship and in-house training & development schemes for our Teaching Assistants.

The school was graded Outstanding in all areas in January 2016 and we have consistently continued to develop and progress since. We also recently achieved the Gold Quality Mark for RE again.

If you apply and are shortlisted you will have an opportunity to be shown around our school, be welcomed by our children and staff, and see our splendid buildings and expansive grounds. Details are in the advertisement.

This is a happy school where children are excited by learning and I very much look forward to receiving your application soon.

Martina Martin
Head Teacher



Our vision, values and motto which have served us well but are now being revised

Our **vision** for the school is

that all may
love learn flourish

We try to live out these **values** in our everyday lives:

peace

compassion

joy & wonder

trust

generosity

We only have one **school rule** as we believe that if we follow this rule, we will always do the right thing. Our Golden Rule is to

Love one another

Our **school motto** reflects our Christian beliefs and encapsulates the work of our school.





About our school

You are encouraged to browse our website where you'll find a wealth of information about us and get a good feel for what we are about; but here are a few highlights.

We are all very proud of our school...

The original school was housed in an old cottage in 1834. The current Noah building was opened in 1954 when St. John's was a one-form entry school until September 2016 when we started to expand to two-form entry. We are a popular oversubscribed choice of school and had an ad hoc bulge class over recent years but now welcome our requested permanent expansion to enable more children to be taught here. We have ensured that the cherished feeling of 'St. Johns-ness' has not declined while expanding, and that our ethos continues to flourish.

We named our wonderful new building Ark which includes a splendid outdoor area for our reception children, an amazing hand-crafted ark on the stairwell and an upper floor Wheelhouse complete with a ship's wheel. The well-maintained older building is named Noah and children and staff are using all the empty classrooms effectively until we are fully two-form in 2022.

Our grounds have a huge and much valued playing field, two large playgrounds, and a peaceful Spiritual Garden for quiet play and reflection. We opened our Olive Branch Café 18 months ago and it has proven popular with carers and parents before and after school.

As a Church of England Voluntary Aided Primary School we work in partnership with St. John's Church which is right next door – we even have our own entrance gate in our grounds. The Revd. Lu Gale regularly leads our worship and is a full member of our Governing Body. We also work closely with the Southwark Diocese Board of Education and are proud to have been graded Outstanding in all areas in our last Statutory Inspection of Anglican and Methodist Schools (SIAMS); we also achieved the Gold Quality Mark for RE in 2015 and again in 2019.

Our Governing Body is very much a part of the school and our governors reflect the skills and expertise needed to lead and support us. Our Chair of Governors is a National Leader of Governance (NLG) and our governors are not only spotted in our school regularly but also support other school's governing bodies. We have a good balance of external, parent and staff governors, including the Deputy Head Teacher, and are fortunate that our parent governor elections usually have several candidates. As a VA school, the Governing Body is the employer.

Our children participate in a wide variety of popular and successful clubs and groups, including music, chess and sports, much of which is provided internally; we have a Breakfast Club and after school provision; and as part of our Staff Wellness programme we have a weekly fitness class for staff.

The St. John's School Association (SJSA) is thriving and contributes tremendously to school life financially and socially, with numerous successful events throughout the year.

Our last Ofsted Inspection in 2016 resulted in us being graded Outstanding in all areas. This was the result of a hardworking and dedicated school community, all of whom were thrilled and proud to be formally graded Outstanding. A few quotes:

- *This is a school which helps pupils develop a love of learning.*
- *Leaders have created a culture of high aspirations where no child is left behind.*
- *Teachers use highly skilful, probing questions to get to the heart of what pupils understand.*
- *Teaching assistants are highly focused on the development of pupils' learning.*
- *The curriculum has many significant strengths.*

The full Ofsted report is on our website, please do have a look (under 'About').

School Development Plan 2018/19



Teaching assistants play a significant part in the delivery of our School Development Plan. This is monitored and RAG rated by our committees, with a termly overview by the full Governing Body (FGB)

Our writing

One of the top priorities in motion this academic year is raising the quality of writing across the school to achieve 85% of children meeting at least the expected standard for their year group. Some of the areas we have worked on are resources, appropriate texts, age-appropriate success criteria, individual and school targets, marking, key features of criteria, a spelling programme, staff meetings/INSET day and a TA development programme.

With the likelihood of a Statutory Inspection Of Anglican And Methodist Schools (SIAMS) in the next couple of years we are also focussing on:

Our ethos

To further improve the ethos of the school, so that all children show high levels of love and respect towards all members of the school community. We are looking at the wide spectrum of behaviour including consequences, reinforcement and rewards, and de-escalation strategies. We are also reviewing our policies to ensure links and consistency.

Our distinctiveness

Our main success criteria is that a revised vision is clear and known by all our community; and that we renew our Gold Quality Mark for RE. We are ensuring that the global and multicultural nature of Christianity as a world faith is celebrated and that our website presents a clear Christian message. A thorough review involving the school community will ensure our vision and values reflect our everyday living at school. We are developing our children to be courageous advocates for local, national and global deprivation and are providing our children with opportunities for their own spiritual development.

Our Governing Body Committees

Each autumn, committees suggest areas of development to the GB for ratification. In addition to the objectives below for 2018/19, our governing body has also committed to raising funds.

Policy & Finance Committee: Stakeholder engagement plan to maintain a current, informative and interesting GB presence on the website. Increase governor's training to ensure we maintain the relevant skills and knowledge.

Personnel: Review long and short term recruitment & retention. Create a staff wellbeing policy & action plan. An in-depth review of the Pay Policy.

Ethos: Support the preparation for the RE Mark and SIAMS.

Premises: Business case and pursuit to secure significant funding for replacing old pipework.

Data

This is our latest available KS2 attainment – more information is on our website (under 'About/Academic Achievements')

31 children	% At expected standard (100+ scaled score)					% Achieving a High standard (110+ scaled score)				
	Reading	Writing (TA)	Maths	RWM	GPS	Reading	Writing (TA)	Maths	RWM	GPS
St Johns	91%	94%	94%	85%	94%	63%	41%	50%	31%	50%
National	73%	78%	79%	65%	78%	27%	20%	27%	11%	36%
difference	+18%	+16%	+15%	+20%	+16%	+36%	+21%	+23%	+21%	+14%



St. John's CofE (VA) Primary School
Spring Park Road
Shirley
Surrey
CR0 5EL

020 8654 2260

Teaching Assistant (TA)

Tenable from 6th January 2020

Part-time: 2 full days and 3 mornings (including lunchtimes), term time

Pay range: Grade 3 points 5-6, full time salary £21,591-21,981 pa (part time is pro-rata'd)

This is a marvellous opportunity for an inspiring TA to join our school on our exciting journey to become fully two-form entry.

We are looking for a TA who has experience of working in a school setting who will facilitate the children to grow and evolve in a way that truly reflects our amazing community. We are a dynamic and successful school with a positive ethos, professional staff development at the centre of our work and strong family values in which children make very good progress. The successful candidate will be able to provide excellent classroom practice and demonstrate effective playground responsibilities; and build effective relationships with individual and groups of children, some of whom may have special educational needs and disability (SEND).

Our recruitment process is about finding the right personality with the right experience, someone who will be as excited as we are about supporting and developing our children.

Our new Teaching Assistant will have:

- NVQ Level 2 or equivalent qualification/experience
- Experience of primary school classes, preferably including the EYFS setting
- A caring and positive attitude towards all pupils
- High expectations of children and themselves
- A commitment to going that extra mile to ensure pupils achieve their best.
- Good communication, interpersonal and organisational skills
- Ability to plan and deliver appropriate interventions.
- An understanding of and support the distinctiveness of church schools (you don't have to be a Christian).

We offer:

- A welcoming, positive and caring environment.
- Supportive, dedicated and dynamic staff.
- Well-maintained buildings and extensive grounds.
- An ambitious, supportive and effective Governing Body.
- A productive and helpful school association and wider community who are fully invested in their children's learning and last but not least...
- Delightful, curious, engaged, enthusiastic and well-behaved pupils who thrive and achieve through our broad curriculum and activities.

Application packs and the application form can be downloaded from the school website

www.st-johns.croydon.sch.uk

No agency enquiries or CVs please.

Applications should be sent to the email address on the School's application form as soon as possible. The first shortlisting round will be at **5pm Sunday 1st December 2019** and interviews will be scheduled for 4th December. If an appointment is not made, the second shortlisting round will be at **5pm Sunday 8th December 2019**.



St. John's CofE Primary School is committed to safeguarding and promoting the welfare of children and to equality of opportunity. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the DBS will be completed on the successful applicant. Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

In line with the General Data Protection Regulation (GDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE. For further information on who we share data with please see our website for our Privacy Notices: <http://www.st-johns.croydon.sch.uk/>



Our welcoming Octagon Entrance



Our recruitment process

Application

Candidates should read the job description and person specification carefully and then complete the application form downloaded from our website. CVs are not admissible and will not be read by the short-listing panel.

Please ensure you set out clearly **how** you meet the criteria in the person specification, as these are the defined criteria the short-listing panel will use to assess each application. The overall quality of each application will also be assessed

Applicants must ensure they sign the declaration to certify that the information provided on the application form is correct. If you submit the application form electronically you are assumed to be declaring this. Please note that if you provide false information or deliberately omit any relevant details your application will be withdrawn from the recruitment process. You will be asked to sign the form at interview if you are shortlisted.

Only those applications received by the specified closing date and time will be considered. Therefore, candidates must ensure that their completed applications are received by the school by the **closing deadline of 5pm Sunday 1st December 2019**.

Application Short-listing

Short-listed candidates will be contacted by Monday 2nd December. Applicants not short-listed will be informed by email and once the recruitment process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed.

Shortlisted candidates

Assessment and interviews will be held on 3rd, 4th or 5th December.

References may be sought prior to interview.

The recruitment process will include a formal panel interview, meeting members of our School Council and English and Maths tests.

Please note: All candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the UK.

Outcome and feedback

The successful candidate will be made a verbal offer by 6th December.

Unsuccessful candidates will be informed as soon as possible and offered an opportunity for feedback.

Pre-employment Checks

All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications and a Disclosure & Barring Service Check. Verbal offers of employment will be confirmed in writing once all pre-employment checks have been carried out; that application form will be retained on the personnel file.