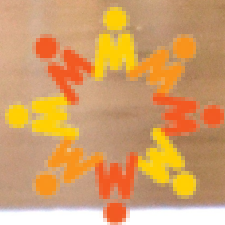




**Morningside Primary School**

**Teaching Assistant Application Pack**



**Morningside Primary School**  
and Children's Centre





## Contents Page

- 3 Welcome
- 4 About us
- 5 Working in partnership
- 6 Working with the community
- 7 School development plan
- 8 Job description: Teaching Assistant
- 10 Personal Specification: Teaching Assistant
- 11 How to apply
- 12 Contact information

**Morningside Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

**We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.**





## Welcome

Dear applicant,

Thank you very much for your interest in becoming an Teaching Assistant at Morningside Primary School. I hope you will find this information a useful introduction to our school.

Morningside is an outstanding two-form entry primary school in the London borough of Hackney, located very close to Hackney Central in the heart of a diverse, vibrant and exciting community. Our children come from truly diverse backgrounds, many different languages are spoken. Our school has been through a period of considerable change over the last few years and our aim is to build on the hard work that enabled the school to make rapid improvements and to secure excellent learning opportunities for all of our families.

We are seeking a Teaching Assistant who is highly motivated and talented to work alongside our dedicated staff to support individuals and small groups both in and outside the classroom. The role requires having a Teaching Assistant who is passionate about children's learning and who has a rich knowledge and understanding of how learners learn.

Our new Teaching Assistant will join a very committed and hard-working staff body who all want to ensure that every child fulfills its potential, both now and in the future. If you share this vision and are committed to helping children overcome barriers to learning in every lesson, every day, we would like to hear from you.

Please find further guidance on Morningside, the type of Teaching Assistant we are seeking to appoint and details on how to apply for the post within this pack.

We welcome and encourage school visits. Please contact the school office on 020 8985 5382 to arrange a suitable date and time.

Yours sincerely,

Janet Taylor  
Headteacher



## About Us

Morningside is a two-form entry primary school with a Children's Centre. The community is culturally and ethnically diverse and we pride ourselves on being an inclusive school.

Our age range is from 3 to 11 years old and we have more than 450 on roll.

There are two classes in each year group with 30 pupils in each class.

We have two Nursery classes with sessions in the morning and afternoon, with some children attending on a full-time basis.

Close to 50% of our pupils are eligible for free school meals.

65% of pupils speak English as an additional language.

We have a Children's Centre that supports members of our community and a two year old nursery.



### Our vision is for the school to be:

- A place where children can achieve their full potential in academic, creative, personal, physical, moral and spiritual development;
- A caring place where children and adults feel they make a contribution and are valued as individuals; A place where everyone is aware of their rights and responsibilities and where children learn respect for themselves and others.
- A partnership between children, parents, staff and the community as a whole.





## Primary Advantage Federation

Morningside Primary School is a part of the Primary Advantage Federation.

We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

### WHAT IS OUR APPROACH?

- We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually
- We believe passionately in improving the life chances for our pupils
- We do not tolerate low expectations
- We match tried and tested strategies that we know work to the needs of the schools and use our experience of supporting schools in successfully implementing them
- We promote a **collaborative approach** whilst developing the capacity of each school to **serve its own community and retain its distinct identity**
- We recognise the importance of individuality, spontaneity and creativity in developing innovation

### WHAT OUTCOMES DO WE WANT?

- Every teacher is a good teacher; every school is a good school
- Teachers who use the most effective teaching methods to motivate learners and raise aspirations. As a result all pupils will make good or better progress
- Quality learning environments where pupils feel safe and secure, known and valued and motivated to learn. Robust teaching and application of ICT skills ensure our pupils are properly equipped for the next stage of learning
- Curriculum provision which inspires and motivates pupils and broadens their horizons. Our curriculum supports community cohesion through an international curriculum strand
- We work with precision and move incrementally towards achieving outstanding grades in the majority of aspects of each school's work
- Through pupil partnership work we continue to break down locally perceived boundaries and help pupils to work harmoniously with pupils from other areas of Hackney
- We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems

Find out more about Primary Advantage Federation  
by visiting  
[www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)





## School Development Plan

Our key priorities are as follows:

### Achievement for Pupils

- To provide focused CPD opportunities and improved performance management for support staff
- To improve systems of peer and self assessment
- To refine the Fundamentals and Foundations checks
- To provide challenge for the most able pupils, especially those who are disadvantaged

### Behaviour and Safety of Pupils

- To further develop pupil leadership & pupil voice opportunities
- To monitor attendance to ensure it is in the top 30% nationally with no groups below target
- To work with the whole school community to ensure they keep themselves safe from the relevant risks including those associated with bullying, online safety, exploitation and extremism
- To further improve behaviour for learning

### Leadership and Management

- To refine and develop our approach to tracking, evidencing and reporting on pupil progress and achievement
- To develop leaders at all levels
- To further develop our curriculum offer to focus on experiential learning and the creative arts
- To increase parental and community engagement so that it impacts positively on pupils





## Teacher Assistant - Job Description

### JOB PURPOSE:

- Teaching Assistants work primarily to:
  1. Foster the participation of pupils in the school and academic processes of the school,
  2. Seek to enable pupils to become more independent learners, and
  3. Help to raise standards of achievement for all pupils.

### MAIN DUTIES AND RESPONSIBILITIES:

The following duties and responsibilities are based on the National Occupational Standards).

#### Support for the Pupil:

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Individual Education/ Behaviour Plans and Personal Care programmes.

**Job Title:** Teaching Assistant

**Salary:** Scale 4 (actual salary £18,911.- £20,403. depending on experience)

**Start Date:** January 2022 (Fixed term for 1 year)

- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher
- Deliver pastoral and learning support.
- Deal with minor incidents and the health and hygiene of the children and where necessary, escort them home.
- Read with individual children and groups and complete reading records as directed by the class teacher.
- Under the direction of teacher, work with small groups of children and take responsibility for their learning.



### **Support for the Teacher:**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- 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.
- Establish and maintain constructive relationships with parents/carers by supporting their role in pupils' learning, providing constructive feedback on pupils' progress and achievements and facilitating their support for their child's attendance;
- Support home to school/ community links. Administer routine tests and invigilate exams and undertake routine marking of pupils' work.
- Provide clerical/admin, support e.g. photocopying, typing, filing, money, administer coursework etc.
- Work within an agreed system of supervision with small groups of children and take responsibility for their learning.
- Work in partnership with the teacher to support the school

induction programme. This may include contributing to parents evening as appropriate

### **Support for the Curriculum:**

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years and record achievement and progress and feed back to the teacher.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity and assist pupils in their use.

### **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times,

including before and after school and at lunchtime.

- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher. Assist in the general care of the school environment by undertaking tidying of general areas.
- Promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

### **GENERAL:**

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.





## Person Specification - Teaching Assistant

### Qualifications and Experience

#### Essential:

- NVQ level 2 or equivalent qualification or experience in a relevant discipline.
- Previous experience of working with children, preferably in a school environment.

#### Desirable:

- Current First Aiders' certificate/training.
- NVQ2 Teaching Assistant qualification or a willingness to work towards accredited qualification.

### Knowledge

#### Essential:

- Completion of the Department of Children, Schools and Families Teacher Assistant Induction Program.
- Training in the relevant learning strategies e.g. literacy.
- First aid training/training as appropriate.
- Understanding of relevant policies/code of practice and awareness of relevant legislation.
- General understanding of nation/foundation stage curriculum and other basic learning programmes/strategies.
- Basic understanding of child development and learning

### Skills

#### Essential:

- Good numeracy/literacy skills.
- Effective use of ICT to support learning.
- Use of other equipment technology including

video, photocopier.

- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.
- Display commitment to protection and safeguarding of children and young people



## How To Apply

Applicants are asked to complete all the standard information required on the Primary Advantage application form, to submit a supporting statement, addressing all the criteria identified in the person specification.

Please specify the role you are applying for:

**quoting reference Mside/TA.11.21**

Candidates are advised that when completing the references section on the application form to please ensure that:

- Your first referee is your current, or most recent, employer
- You provide a referee who can confirm your ability for the role



**Completed application forms must be received by Monday 29th November by 12pm (noon) and emailed to:**

[recruitment@morningside.hackney.sch.uk](mailto:recruitment@morningside.hackney.sch.uk)

- **Previous applicants need not apply.**
- **CVs won't be accepted as application.**
- **Interviews will be arranged upon receipt of successful applications**

*We look forward to receiving your application.*

## Successful Candidates

Candidates must ensure that if they are successful at interview, that they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.





## Where to find us

**Morningside Primary School**

**Chatham Place**

**Hackney**

**London**

**E9 6LL**

**Tel: 0208 985 5382**

**Email: [recruitment@morningside.hackney.sch.uk](mailto:recruitment@morningside.hackney.sch.uk)**

**Website: [www.morningside.hackney.sch.uk](http://www.morningside.hackney.sch.uk)**

