



Stamford Green Primary School



Inspiring



Happiness



Values



Achieving



Ambition



Learning



Togetherness

Working together to be the best we can

Nursery Teaching Assistant – Bank Staff

Application Pack 2018/19

Headteacher: Louise Druce
Chair of Governors: Simon Williams



Stamford Green Primary School



Dear Applicant,

Come and join our team

Thank you for your interest in working at our school. Stamford Green Primary School is an outstanding primary and nursery school currently growing from 2 to 3 forms of entry providing a friendly, dynamic and exciting place to learn and work.

We are looking for professional, positive nursery bank staff to work on an occasional basis, often at short notice to cover sickness. Experience of working in an EYFS setting would be an advantage but not essential.

The recruitment process will include a formal interview as well as a task with a small group of children. We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Louise Wheatley or Nancy Thorpe, our Principal School Secretaries - info@stamford-green.surrey.sch.uk or 01372 725383.

Stamford Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of our safer recruitment procedure, shortlisted candidates are required to bring to their interview documents to confirm identity, name, date of birth and address. The successful candidate will be required to obtain an up to date DBS enhanced clearance.

I look forward to receiving your application.

Kind regards,

Louise Druce
Headteacher



Our School Vision

To be a continually improving learning community for all, where children realise their potential.

Our School Motto

Working together to be the best we can.

This is brought to life through our seven commitments, to each child, during their seven year journey with us:



Inspiring - We believe that the most effective learning comes from having hands on, enjoyable and memorable experiences that feed the imagination and fuel the desire to find out more.

Happiness - It is our wish that the children at Stamford Green feel cared for, so that a sense of fun and positivity leads to happiness in all we do. There are some things in life that we all just have to do, but it is the attitude with which these tasks are approached that matters.

Achieving - Knowing each child's strengths and areas of development allows us to assist every child in moving forward. Giving them individual support and strategies to succeed, aids their improvement and ensures progress.

Values - As a school, the pupils, parents, staff and governors worked together to decide on twenty two values that would become a part of school life. From assemblies and lessons to everyday actions and vocabulary, everyone uses our school values: *Manners, Sharing, Courage, Tolerance, Friendship, Respect, Effort, Forgiveness, Hope and Aspiration, Self-Belief, Responsibility, Reflection, Empathy, Honesty, Patience, Humility, Independence, Caring, Making Good Choices, Justice, Resilience.*

Ambition - At Stamford Green we constantly aim to raise children's aspirations, helping them to become lifelong learners. We want to equip them to succeed in the 21st Century, as we are not just educating the children of today but the citizens of the future.

Learning - At Stamford Green it is our goal to give all children the chance to shine. Children are given wide ranging experiences and opportunities, not only in the classroom but beyond, to express themselves within a supportive and challenging learning environment. Individual abilities and talents are recognised, fostered and developed and this contributes to the continued success of our pupils.

Togetherness - We believe that excellence comes from creating an open and nurturing environment where evaluation from children, parents, staff and governors leads to improvement. At Stamford Green we recognise that relationships matter and are central to success. Whether you are in the classroom, working with other people for the good of the school or helping our community, we want everyone to feel safe, secure and above all else happy, as together everyone achieves more.



Application Information

Nursery Teaching Assistant – Bank Staff

Term Time Only, between the hours of 9.15am to 2.45pm

Salary and benefits

The salary will be dependent on qualifications:

Unqualified: Surrey grade S3 - £8.70 per hour

Relevant Level 2 qualification: Surrey Grade S4 - £9.23 per hour

Relevant Level 3 qualification: Surrey Grade S6 - £11.49 per hour

Recruitment Process

As we are looking for bank staff, there is no formal deadline. Completed applications forms must be returned to Louise Druce, Headteacher, Stamford Green Primary School, Christ Church Mount, Epsom, Surrey, KT19 8LU or by email to info@stamford-green.surrey.sch.uk.

We will contact you by email or telephone if you are being invited for interview. If you do not hear from us please assume that your application has not been successful.

Applications must be on the application form, curriculum vitae will not be accepted. Please also provide a supporting statement showing how you meet the person specification on no more than 1 side of A4 paper at no less than font size 11. In your supporting statement, please tell us why you would like to work at Stamford Green Primary School, what relevant experience you have and how you can contribute to our vision and motto. Please illustrate your points with specific examples of your experience.

Other Information:

- Stamford Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful applicants will be required to start on 4 September 2018.
- The appointment will be subject to a satisfactory medical screening, DBS enhanced clearance and evidence of relevant qualifications.
- As part of our safer recruitment procedure, shortlisted candidates are required to bring to interview original documents to confirm their identity, right to work in the UK (ideally passport) and evidence of qualifications.
- References will be taken up prior to interview unless you have expressly asked us not to do so in a covering letter.

Please note that we reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore we would recommend that you submit your application as soon as possible.



Job Description

Nursery Teaching Assistant – Bank Staff

Job Purpose:

- Under the overall direction and control of the Headteacher, to support teachers with their responsibility for the development and education of individual pupils and groups of children.
- When required, to provide support for identified individual pupils, in order to accelerate progress to the level that is expected at Stamford Green.
- Adhere to school policies to meet the care and needs of individual children.
- To provide supervision for pupils at every break and lunchtime, ensuring that children are happy, actively engaged and safe.
- As part of a team and support staff, to actively support and pursue the motto of the school – 'Working together to be the best we can'.

Key Accountability – Nursery

- To support a high standard of physical, emotional, social and intellectual care for all children attending the Nursery.
- To support the Nursery to implement a quality EYFS curriculum ensuring stimulating and varied play and learning opportunities for all the children specific to their individual needs.
- To support and the key person approach.
- To ensure the safety and well-being of all the children.
- To give support to all staff in the Nursery.
- Support the teacher to organise resources to provide a stimulating environment where resources can be accessed appropriately by children.
- Foster positive learning attitudes and demonstrate the school's values at all times.
- Support pupils in gaining self-confidence and independence through encouragement and reassurance.
- When required, attend to the personal requirements and physical care required for an individual pupil to be successful in mainstream education. For example, toilet training / assisting with mobility around different areas of the school site as necessary.
- While encouraging self-help, and independent learning, make sure that the pupils have access to required equipment and materials.
- Support pupils in managing their behaviour through a range of strategies.

Key Accountability – Break/Lunchtime Support

- To supervise children either inside or outside the school building to ensure that they are safe and happy at all times at break and lunchtime on a daily basis.
 - To actively engage with the children at all times, by initiating games (with or without equipment), refereeing games or supporting the children.
 - Praise and reward good behaviour using the school's reward systems.
 - Use restorative approach when dealing with behaviour choices in accordance to the school's behaviour policy.
 - Positively encourage children to eat an adequate amount of food at lunchtime and that if there are any concerns about the amount that a child is eating, these concerns are passed onto the class teacher.
 - To have high expectations for the children's manners in the lunch hall. These expectations are communicated in a positive manner, demonstrating the school's values at all times.
 - Attending to minor injuries e.g. small cuts and bruises.
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- Other duties may be called upon at the discretion of the Headteacher, that are commensurate with the grading and designation of the post.



Stamford Green Primary School

Person Specification

Nursery Teaching Assistant – Bank Staff

E = Essential

D = Desirable

Qualifications	
Good standard of general education.	E
Minimum grade C English & Maths GCSE or equivalent.	E
Pediatric First Aid Certificate	D
Knowledge	
Knowledge of policies and procedures relating to safeguarding, child protection, health, safety, security, equal opportunities and confidentiality.	D
Knowledge and experience of working within the EYFS framework.	D
Teamworking Skills	
Ability to plan collectively.	E
Ability to contribute to the raising of achievements and care of pupils through supporting the class teachers.	E
Experience	
Experience of working with children aged 2 - 11 years.	D
Experience of working within a team.	D
Skills, abilities and personal qualities	
Ability to provide and facilitate inclusive, safe and creative play.	E
Ability to communicate well with a wide range of groups and individuals.	E
Excellent teamworking skills.	E
Use common sense.	E
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools.	E
Willingness to support pupils with personal care.	E
Enthusiasm and an energetic approach to supporting young children.	E
Professional, welcoming manner and an obvious sense of pride in your work.	E
Caring and sympathetic attitude to children and ability to empathise with their concerns.	E
Be a part of our 'can do' culture and demonstrate that you can go 'above and beyond'.	E
Believe and contribute to our school motto 'working together to be the best we can'	E
Ability to be supportive of colleagues	E