



Eden Primary, 79 Creighton Avenue, London N10 1NR Tel 0208 883 9527

Head Teacher: Jo Sassienie

[jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk)

[www.edenprimary.org.uk](http://www.edenprimary.org.uk)

## RECRUITMENT PACK: SUPPORT STAFF

(Full Time and Part Time)

Term time only

### Includes:

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## **Welcome Letter from the Head Teacher including how to apply**

**June 2017**

Dear Candidate,

Thank you for your interest in applying for a Support Staff position at Eden Primary. I hope that you will enjoy this introduction to the school and that you will decide to apply and join our team.

Eden Primary opened in September 2011 and we now have a flourishing and dynamic primary school with children from Reception - Year 5. Our first cohort of children will move into our first Year 6 class in September 2017 and then our school will be full for the first time. In September 2012 we moved into a beautiful, brand new building, designed to create a learning environment conducive to achieving the values and vision we are committed to at Eden.

We are looking for enthusiastic, creative and caring support staff who will work across EYFS, KS1 & KS2. **Jobs advertised can be combined so please indicate clearly which role/s you wish to apply for.**

Our Teaching Assistants and School Meal Supervisors play a significant role supporting all children in our school and individual children with Special Education Needs. They work as part of staff teams ensuring that children benefit fully from the many educational and daily school life experiences in the classroom, in the dining room and in the playground throughout the school day. We consider these times and activities to have equal value for children's development, learning and progress at school and therefore these adults working with the children are highly valued and contribute greatly to the success of our school.

### **Who should the completed application forms be returned to?**

Please post a completed hard copy of the application form to:

Jill Gould, School Business Manager, Eden Primary, 79 Creighton Avenue, London, N10 1NR

**or**

Email your completed application form to:

Jill Gould, School Business Manager at [jill@edenprimary.org.uk](mailto:jill@edenprimary.org.uk).

**Shortlisted candidates will be notified by telephone and also by email, and references will be taken up (with your permission) before interview.**

**The deadline for applications is 5:00PM, Monday, June 26<sup>th</sup> 2017.**

**Interviews will take place on Monday, July 3<sup>rd</sup> and Wednesday, July 5<sup>th</sup> 2017.**

For more information about the school please go to our website at [www.edenprimary.org.uk](http://www.edenprimary.org.uk).

The application forms are at this link: <http://edenprimary.org.uk/jobs-at-eden/>

With very best wishes,

Jo Sassienie  
Head Teacher

## **Position1: Reception HLTA**

### **Scale 5 Job Description: RECEPTION HLTA**

Hours: Full Time – term time only  
Scale 5 spine pt. 22 – 25 £22,506- £24,510 per annum (pro rata)

Responsible to: Head Teacher or Deputy Head Teacher

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/ preparation of resources. Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task. Cover Supervisors will need to respond to questions and generally assist pupils to undertake set activities.

#### **SUPPORT FOR PUPILS**

Use specialist (curricular/learning) skills/training/experience to support pupils  
Assist with the development and implementation of IEPs  
Establish productive working relationships with pupils, acting as a role model and setting high expectations  
Promote the inclusion and acceptance of all pupils within the classroom  
Support pupils consistently whilst recognising and responding to their individual needs  
Encourage pupils to interact and work co-operatively with others and engage all pupils in activities  
Promote independence and employ strategies to recognise and reward achievement of self-reliance  
Provide feedback to pupils in relation to progress and achievement

#### **SUPPORT FOR THE TEACHER**

Work with the teacher to establish an appropriate learning environment  
Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate  
Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives  
Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence  
Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested  
Undertake marking of pupils' work and accurately record achievement/progress  
Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour  
Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed  
Administer and assess routine tests and invigilate exams/tests  
Provide general clerical/admin. support e.g. administer coursework, produce worksheets for agreed activities etc.

#### **SUPPORT FOR THE CURRICULUM**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs

- Implement local and national learning strategies e.g. literacy, numeracy, KS3, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Help pupils to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment and resources

#### SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- Attend and participate in regular meetings
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

Arrangements for appraisal of performance:

There is an annual appraisal cycle carried out by line managers which seeks to acknowledge success, resolve problems and identify training/development needs.

#### Person Specification: RECEPTION HLTA

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Desire to undertake additional training/staff development and to participate in staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Current First Aid certificate.</li> <li>• Food hygiene certificate.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a Teaching Assistant in a school.</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to work with young children in a classroom setting.</li> <li>• Ability to use basic technology: computer, photo-copier, camera,</li> </ul>	<ul style="list-style-type: none"> <li>• Hebrew speaking.</li> </ul>

	<p>video.</p> <ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Ability to reflect on own practice</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid.</li> <li>• Knowledge of curricular requirements of a primary school, in particular literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Jewish knowledge.</li> <li>• Knowledge of national curriculum in EYFS KS1 &amp; KS2</li> <li>• Knowledge of safeguarding issues.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and to valuing a community of learners from diverse backgrounds</li> <li>• A commitment to achieving high standards in your work</li> <li>• Ability to form good relationships with staff, pupil, parents and carers</li> <li>• Ability to work well in a team</li> <li>• An openness to feedback, supervision and new ideas and an ability to reflect on your own professional practice</li> <li>• Ability to maintain confidentiality</li> <li>• Commitment to the protection and safeguarding of pupils</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to take the initiative and also to take direction</li> </ul>	

## **Position 2: Class Teaching Assistant**

### **Job Description: CLASS TEACHING ASSISTANT**

<b>Responsible to:</b>	Head Teacher or Deputy Head Teacher
<b>Salary Grade:</b>	Scale 3 spine pt. 14 – 17 - £ 18,657 - £ 19,623 per annum (pro rata)
<b>Hours:</b>	Full and Part Time positions (Term Time only) Permanent and Fixed Term.

**Job Purpose:** To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

### **Support for the Pupils**

- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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.
- Encourage pupils to act independently as appropriate.

### **Support for the Teacher**

- Prepare the classroom as directed for lessons and clear afterwards and assist with the display of pupils work.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin.support e.g. photocopying, typing, filing, collecting money etc.

### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support pupils to understand instructions.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS1 & 2, early years, as directed by the teacher.
- Support pupils in respect to the Jewish Educational Curriculum of the school.
- Support pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be aware of and support the Jewish environment of the school.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend 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 lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

### **Arrangements for appraisal of performance**

There is an annual appraisal cycle carried out by line managers which seek to acknowledge success resolve problems and identify training/development needs.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

### **Person Specification: CLASS TEACHING ASSISTANT**

Selection decisions will be based on the candidate specification outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application form and supporting statement, you should ensure that you address the person specification and provide evidence of how you meet the criteria through reference to work or other relevant experience.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Desire to undertake additional training/staff development and to participate in staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Current First Aid certificate.</li> <li>• Food hygiene certificate.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a Teaching Assistant in a school.</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to work with young children in a classroom setting.</li> <li>• Ability to use basic technology: computer, photo-copier, camera, video.</li> </ul>	<ul style="list-style-type: none"> <li>• Hebrew speaking.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults.</li> <li>• Ability to reflect on own practice</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid.</li> <li>• Knowledge of curricular requirements of a primary school, in particular literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Jewish knowledge.</li> <li>• Knowledge of national curriculum in EYFS KS1 &amp; KS2</li> <li>• Knowledge of safeguarding issues.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and to valuing a community of learners from diverse backgrounds</li> <li>• A commitment to achieving high standards in your work</li> <li>• Ability to form good relationships with staff, pupil, parents and carers</li> <li>• Ability to work well in a team</li> <li>• An openness to feedback, supervision and new ideas and an ability to reflect on your own professional practice</li> <li>• Ability to maintain confidentiality</li> <li>• Commitment to the protection and safeguarding of pupils</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to take the initiative and also to take direction</li> </ul>	



### **Position 3: TEACHING ASSISTANT SEN**

#### **Job Description: TEACHING ASSISTANT SEN**

**Responsible to:** Inclusion Lead or Deputy Head Teacher

**Salary Grade:** Scale 4 spine pt. 18 – 21 - £ 19,917 - £ 21,984 per annum (pro rata)

**Hours:** Full or Part Time – term time only

Fixed Term

**Job Purpose:** To work under the direct instruction of the class teacher and Inclusion Leader, to support the teacher to meet the learning and social needs of a pupil(s) with an Educational Health Care Plan

To meet the personal needs of the pupil(s).

#### **Support for the Pupils**

- Use specialist skills/training/experience to support pupils.
- Attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately 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.
- Encourage pupils to act independently as appropriate.
- Deliver intervention programmes specified by the Inclusion Leader or other relevant professionals.

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

- Work with the teacher to establish an appropriate learning environment with specialist resources.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.

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

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS1 & 2, early years, as directed by the teacher.
- Support pupils in using basic ICT as directed.
- Help pupils to access learning activities through specialist support, including physiotherapy, speech and language therapy and occupational therapy.

- Help and assist pupils in acquiring self-help and independence in feeding, changing, washing and toileting and help them to develop an awareness of personal hygiene.
- Prepare and maintain equipment/resources as directed by the teacher 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 and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference 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 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 lunchtimes.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.

### **Arrangements for appraisal of performance**

There is an annual appraisal cycle carried out by line managers which seek to acknowledge success resolve problems and identify training/development needs.

This job description may be amended at any time following discussion between the Head Teacher and member of staff, and will be reviewed annually.

### **Person Specification: TEACHING ASSISTANT SEN**

Selection decisions will be based on the candidate specification outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application form and supporting statement, you should ensure that you address the person specification and provide evidence of how you meet the criteria through reference to work or other relevant experience.

#### **Person Specification**

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Desire to undertake additional training/staff development and to participate in staff meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• Current First Aid certificate.</li> <li>• Food hygiene certificate.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a Teaching Assistant in a</li> </ul>

		<p>school.</p> <ul style="list-style-type: none"> <li>• Experience of working with pupils with Autism, Downs Syndrome or other special educational needs</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to work with young children in a classroom setting.</li> <li>• Ability to use basic technology: computer, photo-copier, camera, video.</li> <li>• Ability to relate well to children and adults.</li> <li>• Ability to reflect on own practice</li> </ul>	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Knowledge of curricular requirements of a primary school, in particular literacy and numeracy.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid.</li> <li>• Knowledge of national curriculum in EYFS KS1 &amp; KS2</li> <li>• Knowledge of safeguarding issues.</li> <li>• Knowledge of Judaism and Hebrew</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and to valuing a community of learners from diverse backgrounds</li> <li>• A commitment to achieving high standards in your work</li> <li>• Ability to form good, supportive and caring relationships with staff, pupil, parents and carers</li> <li>• Ability to work well in a team</li> <li>• An openness to feedback, supervision and new ideas and an ability to reflect on your own professional practice</li> <li>• Ability to maintain confidentiality</li> <li>• Commitment to the protection and safeguarding of pupils</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to take the initiative and also to take direction</li> </ul>	

## **Position 4: School Meals Supervisory Assistant (SMSA)**

### **Job Description: SMSA**

Salary: Sc. 1B spine pt. 8 - 10

Supervisor: School Business Manager

Purpose of Job: To supervise and care for pupils, during the lunch period, in the dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.

### Main Duties

To report to the School Business Manager at beginning of the lunch period and receive instructions with regard to duties e.g. special attention certain pupils may need including any special dietary needs (see allergies below).

### Dining Hall duties

- Before pupils enter the dining hall, to ensure that pupils have visited the toilet and washed their hands where appropriate.
- To organise the arrival of pupils into the dining hall and from dining hall to the playground; ensuring good behaviour and a calm atmosphere. To manage behaviour and arguments using one's own judgement (to intervene or call for assistance) or report incidents to other staff according to the severity of the incident.
- To direct pupils to seats; decide on seating arrangements, and separate pupils if necessary. To supervise and support children taking responsibility for their own assigned tasks in both the dining hall and playground.
- To set up all glassware, crockery and cutlery on the dining tables (on occasions with nominated children) ready for the arrival of children for lunch.
- To be involved in serving from communal dishes (on each table or on circulating trolleys) to children's plates, whilst being fully aware of any allergies that specific children may have. (All such information to be provided by School and updated as necessary). To encourage pupils to eat especially those with special needs or disabilities and to assist children with cutting up food where necessary.
- To encourage social skills and good table manners, ensuring safety with knives and forks; to assist in pouring water where appropriate.
- To clean up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
- To deal with body spillages in the dining hall in accordance with the School's infection control procedures, to change clothing and wash the pupil if necessary and to ensure that the pupil goes to the medical room for attention.

- If a pupil has soiled him/herself, wash the child and change clothing where appropriate and in accordance with the School's infection control procedures
- At the end of the meal to clear all crockery, cutlery and glassware to the kitchen and wipe down tables and chairs as necessary. Put tables & chairs into storage and sweep and clean floor areas as necessary.
- To have shared responsibility with other staff on duty for the maintenance of order and discipline in the dining hall.

#### Playground duties

- Where appropriate, to collect pupils from classrooms if going straight into the playground, and to ensure that they are adequately dressed for the weather conditions where necessary.
- To supervise and control entrance to the school during the lunch break to ensure children do not leave the playground without permission from an adult.
- To check on any strangers who may enter the school premises, be observant of any loiterers and report to the Head Teacher.
- To direct pupils to the playground and supervise their activities. To monitor the behaviour of pupils in the playground, ensuring their safety and wellbeing, providing support where necessary.
- To prevent bullying, counsel children, be aware of changes in friendships, encourage socialising, play etc. and occasionally participate in games.
- To discourage any dangerous activities. To deal with any bullying/fighting that may occur using own judgement (to intervene or call for assistance), reporting incidents to other members of staff according to the severity of the incident.

#### Other duties

- To supervise and control pupils on the school premises (hall and classrooms etc.); movement of pupils on stairs and through corridors, including when they are not allowed outside in bad weather.
- In bad weather the decision as to whether the SMSAs take the pupils into the playground or stay inside will be made following consultation between the Head Teacher and SMSAs. As a general rule, SMSAs will not take pupils into the playground if it is raining heavily, snowing, foggy or extremely cold.
- To be aware of the cultural differences of pupils and of the school's policies on equal opportunities, especially with regard to racism and sexism. To deal with any incidents of racism and sexism in accordance with the school's policy and to follow all relevant policies e.g. child protection, safeguarding etc.
- To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.

- To undertake such other duties consistent with the purpose of the job and/or main activities or duties.

When completing your application form and supporting statement, you should ensure that you address the person specification and provide evidence of how you meet the criteria through reference to work or other relevant experience.

**Person Specification: SMSA**

	Essential	Desirable
Knowledge and Experience: evidence of		
Experience of supporting students with learning difficulties and/or disabilities.		*
Experience of or desire to work with children	*	
Skills and Personal Qualities: evidence of		
Good communication skills	*	
An ability to take responsibility for tasks without direct supervision.	*	
An ability to work with young people with a wide range of support needs.	*	
A commitment to treating people equally and with a respect for diversity.	*	
An ability to work well with others.	*	
An ability to work flexibly.	*	
A willingness to undertake further training, if necessary, to meet the needs of the students.	*	
A commitment to putting the needs of students first.	*	

## **Position 5: Breakfast Club Assistant**

### **Job Description: BREAKFAST CLUB ASSISTANT**

**Job Title:** Breakfast Club Leader  
Sc. 1B spine pt. 8

**Supervisor:** Head Teacher

#### ***Purpose of Job***

To supervise pupils and serve breakfast to them, during the early morning period 08.00 – 09.00, in the school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good order and discipline.

#### ***Main Duties***

To set up all glassware, crockery and cutlery on the tables (on occasions with nominated children) ready for the arrival of children for breakfast.

1. Before pupils come to the Breakfast Club to ensure that pupils have visited the toilet and washed their hands where appropriate.
2. To organise the arrival of pupils into the Breakfast Club (including maintaining a register) and from Breakfast Club to the classrooms at the end of the session, ensuring good behaviour and a calm atmosphere. To deal with any disputes that may occur using one's own judgement (to intervene or call for assistance) or report incidents to other staff according to the severity of the incident.
3. To be involved in serving breakfast to children, whilst being fully aware of any allergies that specific children may have. (All such information to be provided by School and updated as necessary). To encourage pupils to eat especially those with special needs or disabilities and to assist children with cutting up food where necessary.
4. To encourage social skills and good table manners, ensuring safety with knives and forks; to assist in pouring water where appropriate.
5. To clean up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.
6. To deal with body spillages in accordance with the School's infection control procedures, to change clothing and wash the pupil if necessary and to ensure that the pupil goes to the medical room for attention.
7. At the end of the meal to clear all crockery, cutlery and glassware to the kitchen and wipe down tables and chairs as necessary. To sweep and clean floor areas as necessary.
8. To have shared responsibility with other staff on duty for the maintenance of order and discipline in the Breakfast Club.

9. To play with the children and in general supervise their activities. To monitor the behaviour of pupils ensuring their safety and wellbeing, providing emotional support where necessary.
10. To prevent bullying, counsel children, be aware of changes in friendships, encourage socialising, play etc. and occasionally participate in games.
11. To discourage any dangerous activities. To deal with any bullying/fighting that may occur using own judgement (to intervene or call for assistance), reporting incidents to other members of staff according to the severity of the incident.
12. To be aware of the cultural differences of pupils and of the School's policies on equal opportunities, especially with regard to racism and sexism. To deal with any incidents of racism and sexism in accordance with the School's policy and any agreed procedures within the school.
13. To ensure that all pupils who suffer any injury/accident are dealt with appropriately in accordance with the school's agreed procedures.
14. To undertake such other duties consistent with the purpose of the job and/or main activities or duties, including ordering of resources in collaboration with the schools Administrator and/or School Business Manager.

When completing your application form and supporting statement, you should ensure that you address the person specification and provide evidence of how you meet the criteria through reference to work or other relevant experience.

**Person Specification: BREAKFAST CLUB ASSISTANT**

	Essential	Desirable
<b>Knowledge and Experience: evidence of</b>		
Experience of supporting students with learning difficulties and/or disabilities.		*
First Aid Training		*
<b>Skills and Personal Qualities: evidence of</b>		
Good communication skills	*	
An ability to take responsibility for tasks without direct supervision.	*	
An ability to work with young people with a wide range of support needs.	*	
A commitment to treating people equally and with a respect for diversity.	*	
An ability to work well with others.	*	
An ability to work flexibly.	*	



A willingness to undertake further training, if necessary, to meet the needs of the students.	*	
A commitment to putting the needs of students first.	*	

## HOW TO APPLY

### **When are visits to the school possible?**

Visits and conversation with the Head Teacher are encouraged. Moving to a new post is an important step and we want you to make a good match. This involves finding out everything you can about the school and asking the questions you need to know the answers to. Ideally you will visit the school when it is in operation but you can also arrange to visit before or after school. Please call Jo Sassienie, Head Teacher on 0208 883 9527 or email me at [jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk) to arrange a visit.

***Applications are due by 5:00PM Monday 26<sup>th</sup> June 2017***

***Interviews on Monday 3<sup>rd</sup> July and Wednesday 5<sup>th</sup> July 2017***

### **Who should the completed application forms be returned to?**

Please post a completed hard copy of the application form and your supporting statement or letter to:

Jill Gould, School Business Manager, Eden Primary, 79 Creighton Avenue, London, N10 1NR

#### **OR**

Email your completed application form and your supporting statement or letter to

Jill Gould, School Business Manager at [jill@edenprimary.org.uk](mailto:jill@edenprimary.org.uk).

***Shortlisted candidates will be notified by telephone and also by email, and references will be taken up before interview.***

The successful candidates will take up their post in September 2017.

***For more information about the school please go to our website at [www.edenprimary.org.uk](http://www.edenprimary.org.uk) especially our school prospectus inserts.***

## ADVERT



Eden Primary  
79 Creighton Avenue, Muswell Hill, London N10 1NR

### **SUPPORT STAFF: Teaching Assistants, SMSA, Breakfast Club Leader**

**We are currently recruiting for the following positions, commencing September 2017:**

Our innovative Jewish primary school welcomes and supports children of all faiths and backgrounds, in an open, respectful and creative learning environment. We are looking for enthusiastic, creative and caring support staff who will work across EYFS, KS1 & KS2.

**Jobs can be combined so please indicate clearly which role/s you wish to apply for.**

#### **Reception HLTA**

Salary: Scale 5 spine pt. 22 – 25 - £ 22,506 - £ 24,510 per annum (pro rata)  
Hours: Full time - Term time only

#### **Class Teaching Assistant**

Salary: Scale 3 spine pt. 14 – 17 - £ 18,657 - £ 19,623 per annum (pro rata)  
Hours: Full or Part time - Term time only

#### **SEN Teaching Assistant**

Salary: Scale 4 spine pt. 18 – 21 - £ 19,917 - £ 21,984 per annum (pro rata)  
Hours: Full or Part time - Term time only

#### **SMSA (School Meals Supervisory Assistant)**

Salary: Scale 1B, spine point 8 – 10 - £ 9.75/hr (gross)  
Hours: 7 ½ hrs/wk (Term Time Only)

#### **Breakfast Club Assistant**

Salary: Scale 1B, spine point 8 – 10 - £ 9.75/hr (gross)  
Hours: 7 ½ hrs/wk (Term Time Only)

**Closing date for applications is 17.00 Monday 26<sup>st</sup> June 2017 and Interviews Monday 3rd and Wednesday 5<sup>th</sup> July 2017**

Application Packs for the above positions can be found on our website under 'Jobs' at [www.edenprimary.org.uk](http://www.edenprimary.org.uk). **Please note we only accept fully completed application forms for these roles and do not accept CV's.** If you would like to talk informally to the School Business Manager, Jill Gould, to find out more about the positions, please call on 020 8883 9527 or e-mail to [jill@edenprimary.org.uk](mailto:jill@edenprimary.org.uk)

Eden Primary is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require satisfactory DBS & DBA checks. We are committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.