

## **Letter from the Head of School**

Dear Applicant,

We are delighted that you have expressed an interest in working at Birklands Primary School

Birklands, successfully received a 'good' Ofsted grading in February 2017. We are incredibly proud to be part of the Nova Education Trust and are committed to providing high quality education for all our children and their families.

Our school currently has over 200 children on role and works with children from ages 3-11. There is a strong commitment to team work and staff work hard and creatively to plan exciting learning experiences which develop key skills and inspire children to develop a real love of learning.

As a forward thinking organisation we willingly embrace change and constantly strive to develop innovative practice, something which is evident in our broad-balanced curriculum. This is supported by our strong commitment to collaborative working with other academies in the partnership and beyond through our membership of the Nova Teaching School Alliance.

We would welcome any visits prior to the interview day.

We very much hope that after finding out more about the school that you will feel encouraged to join our dedicated and supportive team.

Many Thanks

**Celia Smith**  
**Head of School**

## **Application Details**

Thank you for your interest in the young Carers Assistant vacancy at Birklands Primary School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

Should you wish to apply for the post, please complete an online application form and include a covering letter addressed to Mrs. Smith, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website <http://www.birklandsschool.co.uk> Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 9 a.m. on the closing date of Monday 02 July 2018.

## **Interview:**

Interviews for the role will be held on Thursday 05 July 2018.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

Birklands Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## Person Specification: Teaching Assistant

Factor	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSEs or equivalent (including Maths and English A-C)</li> <li>• Recognised level 2 teaching assistant qualification</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with and/or caring for children</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working 1:1 with a child</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively within a team environment, understanding responsibilities</li> <li>• Ability to build effective working relationships with a pupil on a 1:1 basis</li> <li>• Ability to build effective working relationships with pupils and colleagues</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Good personal numeracy and literacy skills</li> <li>• Basic awareness of inclusion especially within a school setting</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Approach situations in a caring, encouraging and calm manner</li> <li>• Encourage independence and resilience</li> <li>• High expectations for all; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> <li>• Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li> <li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from pupils with whom they work</li> <li>• Able to improve their own practice through observations, evaluation and discussion with colleagues</li> <li>• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice</li> <li>• Ability to liaise sensitively and effectively with parents and carers, recognising role in pupils' learning</li> <li>• Willingness to participate in relevant training and development opportunities</li> </ul>	