



Torridon
Primary School

Teaching & Learning Support Assistant Application Pack



Contents

Letter to candidates	1
Vision for teaching and learning	3
About the School	4
Staffing structure	5
Job Description	6
Person Specification	9
How to apply	12
Location	13
Lewisham - The place to live and work	14
Additional Information	17





Torridon
Primary School

Letter to candidates

Dear Colleague,

Thank you for your interest in our vacancy for Teaching & Learning Support Assistant. My name is Manda George and I would like to take this opportunity to tell you a little about our school.

We are a large, happy and vibrant community school committed to ensuring that all children develop the skills they need to thrive and flourish. We are situated in the heart of Catford and the school is well placed for transport links, being close to Bellingham station and on several bus routes.

In September 2019, we amalgamated Torridon Infant & Nursery and Torridon Junior Schools to become Torridon Primary School, making us one of the largest primary schools in Lewisham. There is a strong leadership team in place and they have been instrumental in leading the school on its journey through the amalgamation and beyond.

The current team are extremely talented and wholly committed to making a difference in our children's lives. We are looking for exceptional support staff to join our team and contribute to the journey into the next phase of development. This is an exciting opportunity for a dynamic and ambitious candidate with a strong commitment to raising standards.

We have a strong reputation for inclusion and love the fact that our school community is so diverse. Staff at the school respond positively to the many challenges that such diversity can bring. We have a specialist resource base for children with Autism and support children with a wide range of special educational needs. Our reputation for valuing, caring for and attending to the needs of each child is justly deserved and a real strength of the school.

Our children enjoy coming to school and are very excited about learning. They feel trusted and respected and they know that there is always someone who will listen to them. School is a safe, warm and caring place where children succeed.

We are developing an exciting curriculum which we feel is relevant to our children and will enable them to become creative thinkers who welcome challenge and have the resilience needed to solve problems.

Our staff team are passionate about making a difference and strongly believe that all children should have equal opportunities to achieve well and become the best they can be. To this end, we promote the highest possible expectations of our children and each other in all aspects of school life. Underachievement is not acceptable and we aim for our children to leave Torridon with a strong sense of self belief, high levels of independence and the ambition to succeed.

We know that our staff are our most valuable resource and invest heavily in ensuring that everyone has the skills they need both to fulfil their current role and to prepare them for future aspirations. Senior staff use a coaching model to provide personalised support for teachers alongside external professional development opportunities. In addition to the development of teaching and learning, we also provide opportunities for middle leaders to develop their leadership skills, taking responsibility for the development of whole school initiatives in line with school improvement priorities.

High quality professional development for staff at all levels is highly valued and we will ensure that you have the support and training you need to be effective in post.

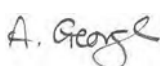
Our staff team are extremely dedicated and demonstrate high levels of passion, energy and resilience. In recognition of their hard work and commitment, we provide a staff wellbeing programme which includes activities such as Zumba.

I hope this information pack encourages you to make an application. If you have any questions about the position or the school, please do not hesitate to contact me. I think visits are very helpful if you are trying to make up your mind about whether to apply for a school and would encourage you to come and visit us to find out what makes Torridon such a special and exciting place to work. Please contact Jennifer Stephenson (Business Manager) to arrange a visit to the school.

If you are hardworking, resilient and passionate about learning and you think this might be the right school for the next step in your career, then I look forward to hearing from you.

Kind regards,

Manda George



Headteacher

Phone: 020 8697 2762

Email: sbm@torridonprimary.lewisham.sch.uk





Torridon
Primary School

Vision for teaching and learning

Torridon is an inclusive school. We are committed to doing the very best that we can to make sure that every child succeeds. We have a shared responsibility to ensure that we are doing the very best for our children and aim to meet the individual needs of each child wherever possible.

At Torridon we aim to engender a passion for learning and the pursuit of excellence in every aspect of our work. We have the highest expectations for ourselves and all of our pupils, aiming for standards that exceed national expectations, both in the core subjects and across the wider curriculum.

We want every child to leave Torridon wanting and determined to make a difference to the world, and having the skills to do so. In order to do this, we believe that we have to enable the children to be emotionally intelligent, resilient and brave, and provide them with the academic foundation to enable them to be outstanding individuals in all aspects of their lives.

We want our children to:

- Be confident in themselves as learners
- Be eager and enthusiastic learners
- Understand themselves as learners, being proud of their successes and understanding the next steps in their learning
- Be emotionally intelligent
- Be resilient and determined to succeed
- Be responsible for their actions

We aim to achieve this by:

- Ensuring that children's achievement is at the heart of our school
- Valuing and celebrating children's social and cultural diversity
- Maintaining the highest possible expectations of every child
- Striving to ensure that every child succeeds
- Adopting a 'no excuses' attitude towards children's progress and attainment
- Providing opportunities for our children to develop academically, socially, morally, emotionally and spiritually in a safe and caring environment
- Working closely with parents and carers to ensure that we are providing the best possible education for our children

About the school

We have over 660 children at Torridon, each one of them different and unique.

Inclusion is very much at the heart of what we do and we have a very strong inclusion team who support our children with SEND.

As well as our mainstream classes, we are proud to have specialist support for children with Autism Spectrum Condition (ASC). Our resource base caters for children from Reception to Year 6 who have a diagnosis of ASC. Children in the resource base have a diagnosis of autism and an Education, Health and Care Plan (EHCP). They are allocated a place by the Local Authority Special Needs Panel in conjunction with the school. The children who attend the resource base are very much part of our school and access the mainstream classes according to their level of need. Following a successful bid, we are delighted to provide our children with access to a sensory room, enabling a holistic approach to learning.

Our staff work very closely together and there is a strong sense of teamwork. Teachers have non contact time to plan together with year group partners. Planning in this way ensures consistency across classes and means that teachers are able to share particular expertise and support each other.

Torridon pupils can expect a high quality of teaching across a broad and balanced curriculum that allows all children to achieve to the level of the best. Teachers can expect pupils who are keen and who know how to learn.

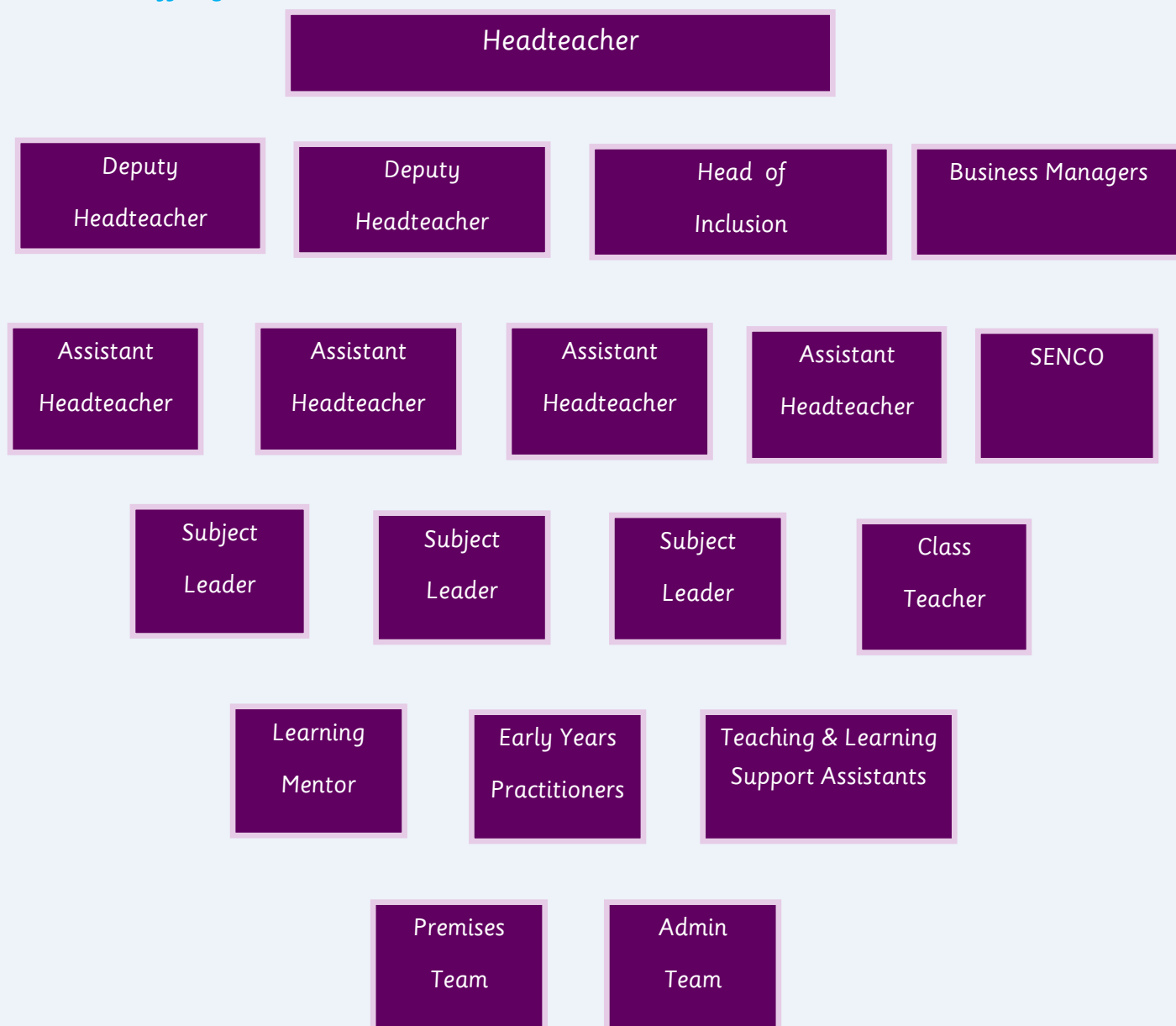
We are currently developing an innovative and creative curriculum offer which embraces cross curricular learning and is brought to life through visits, visitors, workshops and other real life experiences.

Our aim is to prepare our pupils for the roles and responsibilities they will face at Torridon, at secondary school and in the community.





Current Staffing Structure



Job Description

Position: Teaching & Learning Support Assistant

Reports to: Assistant Headteacher

Grade: SC4 (SP19-21)

Key purpose of the job

1. To provide support for children's learning, under the direction of class teachers.
2. To provide supervision of children during non teaching times (break and lunch periods).
3. To provide cover supervision as required.
4. To undertake other tasks consistent with the role, to support the general running of the school.

Support for Learning

1. To provide support for children's learning, under the overall direction of class teachers, including:
 - General support to help children access learning and to achieve accelerated progress within a whole class situation;
 - Specific support to groups of children and/or individuals, both within the classroom and through withdrawal sessions.
2. Use specialist (curricular/learning) skills/training/experience to support pupils, as appropriate.
3. Assist with the development and implementation of IEPs, PSPs and other individual learning or behaviour plans.

4. Establish productive working relationships with children, acting as a role model and setting high expectations.
5. Promote the inclusion and acceptance of all children across the school.
6. Support children consistently whilst recognising and responding to their individual needs.
7. Encourage children to interact and work collaboratively with others and engage all children in their learning.
8. Promote independence and employ strategies to recognise and reward achievement of self-reliance.
9. Provide feedback to children, in relation to progress and achievement.

Support For Teachers

1. Work with the teacher to establish an appropriate learning environment.
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/lesson plans, as appropriate.
3. Monitor and evaluate children's responses to learning, through observation and planned recording of achievement against pre-determined learning objectives.



Torridon Primary School

4. Provide objective and accurate feedback and reports as required, to the teacher on children's achievement and progress.
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
6. Undertake marking of children's work and accurately record achievement/progress.
7. Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
8. Liaise sensitively and effectively with parents and carers, as agreed with the teacher.
9. Administer and assess routine tests and invigilate exams/tests.

GENERAL RESPONSIBILITIES

1. 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.
2. Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
3. Contribute to the overall aims and ethos of the school.

4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of children.
5. Attend and participate in regular meetings, as directed.
6. Participate in training and other professional development opportunities, as required.
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
9. Undertake planned supervision of children's out of school hours learning activities.
10. Supervise children on visits, trips and out of school hours learning activities.
11. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Lewisham Safeguarding Children's Board.

SPECIAL CONDITIONS

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.



Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police Checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them, and as appropriate the nature of such convictions.

EQUAL OPPORTUNITY

The post holder will be expected to carry out all duties in the context of and in compliance with the Councils Equal Opportunities Policies.





PERSON SPECIFICATION

Qualifications

- | | |
|---|--|
| 1 | NVQ3 for Teaching Assistants or equivalent qualification or experience |
|---|--|

Experience

- | | |
|----|--|
| 1. | Experience of working with children of primary school age in a school or similar setting. |
| 2. | Experience of supporting children with Special Educational Needs, e.g. Autistic Spectrum Condition |
| 3. | Experience of the National Curriculum |

Knowledge

- | | |
|----|--|
| 1 | Very good subject knowledge, particularly in reading, writing and mathematics, to be able to challenge and extend children's learning |
| 2. | Understanding of principles of child development and learning processes and of how to apply this knowledge to enhance children's learning. |

Skills and Abilities

- | | |
|---|---|
| 1 | Very good literacy and numeracy skills |
| 2 | <p>Consistently demonstrate the ability to provide effective support for learning to individuals and groups of children and to accelerate progress by:</p> <ul style="list-style-type: none"> Communicating high expectations to children in relation to learning and behaviour Providing clear explanations that build on children's understanding Reshaping the teacher's explanations in order to increase children's understanding Using a range of questioning techniques to extend children's thinking and to assess children's understanding Adapting learning tasks to meet the needs of an individual, either 1:1 or within a whole class setting Modelling appropriate behaviour and attitudes at all times Using prompts, questions and explanations effectively to promote and develop independent learning Enabling less confident/ able children to make effective contributions and to participate fully in the learning Managing behaviour effectively, so there are no disruptions to learning Providing support that enables an individual or group of children to successfully tackle a task that would otherwise be beyond them Giving children accurate and timely feedback on their learning and progress with clear next steps identified |



Torridon
Primary School

3	Ability to build excellent relationships with children and adults (colleagues and parents or carers) and to be professional at all times
4	Ability to stay calm and measured in order to resolve potential conflict situations with children
5	Ability to maintain confidentiality regarding children and their families
6	Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
7	Emotional resilience when working with challenging behaviours
8	Ability to adapt quickly and effectively to changing circumstances/ situations
9	A creative approach to problem solving
10	Ability to use own initiative and work independently
11	Ability to critically evaluate own performance
12	An awareness of and commitment to equalities issues
13	Ability to comply with policies and procedures relating to child protection, health and safety, confidentiality, data protection and equal opportunities

Responsibilities	
1	Be aware of, and comply with policies and procedures relating to child protection, health and safety, confidentiality, data protection and equal opportunities, reporting all concerns to an appropriate person
2	Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
3	Contribute to the overall aims and ethos of the school
4	Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support children's achievement and progress
5	Attend and participate in regular meetings, as directed
6	Participate in training and other professional development opportunities as required
7	Recognise own strengths and areas of expertise and use these to advise and support others

Torridon is committed to safeguarding and promoting the welfare of children and as such all appointments will be subject to satisfactory DBS checks and references.



Torridon
Primary School

8	Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9	Undertake planned supervision of children's out of school hours learning activities
10	Supervise children on visits, trips and out of school learning as required
11	To have due regard for safeguarding and promoting the welfare of children and young people and follow the Child Protection Procedures adopted by the Lewisham Safeguarding Children's Board .



Torridon is committed to safeguarding and promoting the welfare of children and as such all appointments will be subject to satisfactory DBS checks and references.

How to Apply

If you decide to make an application, please look carefully at the Job Description and Person Specification.

Your supporting statement should be no longer than 3 sides of A4 and should be tailored to demonstrate your suitability for this post.

CVs will not be accepted and interviews will be offered to those applicants best demonstrating skills, abilities and experience match the person specification and can demonstrate and evidence their commitment to our school.

Key Dates

September 2019 start.

Visits to the school

By arrangement, please contact Jennifer Stephenson (School Business Manager)

E mail: sbm@torridonprimary.lewisham.sch.uk

Any Questions?

If you would like an informal discussion about any aspects of this job opportunity, please contact Claire Eastwood (Deputy Headteacher) in the first instance on

phone: 020 8697 2762

email: admin@torridonprimary.lewisham.sch.uk

Applying

If you decide to apply for this post please return your completed application form to Jennifer Stephenson (School Business Manager):

sbm@torridonprimary.lewisham.sch.uk



Location

Torridon Primary School
Hazelbank Road
Catford
SE6 1TG

Tel: 0208 697 2762

Email: admin@torridonprimary.lewisham.sch.uk

Torridon is located on Hazelbank Road and is a short walking distance from Bellingham station.

Parking:

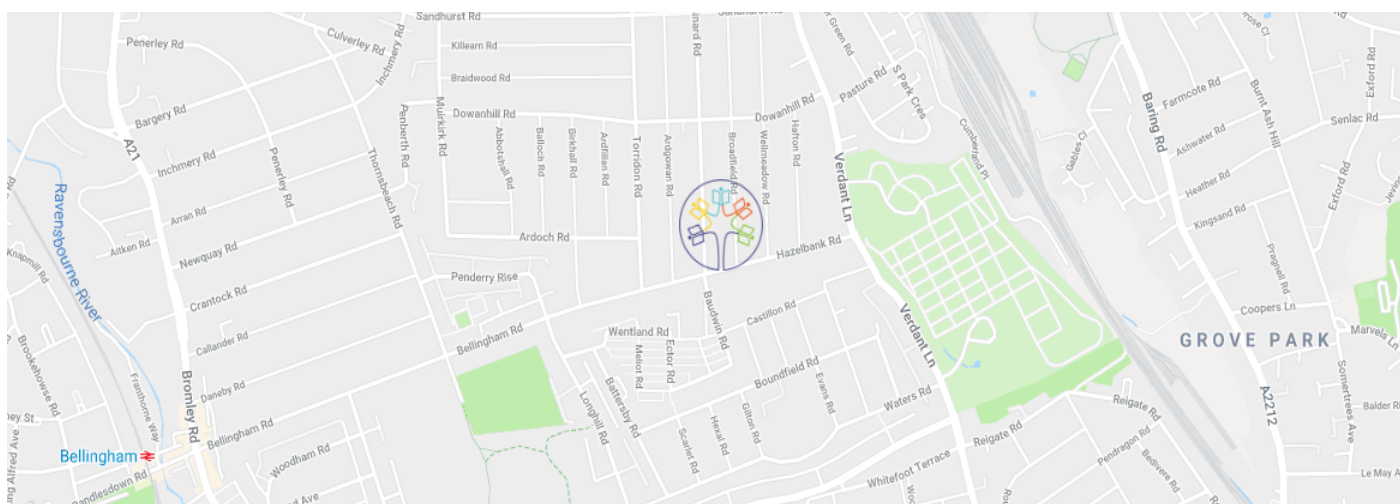
Parking is available in the surrounding roads.

By bus:

There are bus stops located on Torridon Road served by the 124. Bromley Road is served by a number of buses that go towards Bromley, Beckenham and Lewisham.

By train:

Bellingham train station is situated on Randlesdown Road in Zone 2 and is approximately a 10 minute walk away from the school.



Lewisham - The place to live and work

Lewisham is a cosmopolitan area in south-east London, occupied by energetic, creative and diverse communities. Lewisham benefits from attractive residential neighbourhoods and one of the highest number of parks and green spaces in London.

It's a place that is changing rapidly. There are exciting developments happening in the town centres and local neighbourhoods, bringing new housing, schools and leisure facilities to the area.

Lewisham has excellent transport links. London Overground now connects more of Lewisham with central London and the tube network. It's also easy to reach Canary Wharf, the City, London City Airport and the new international rail terminal at Stratford.

There's a great deal for you and your family and friends to do. Getting to and from those various places and events won't be a problem either, as we've got great transport links. Most teachers live around a half-hour's walk or bike ride away from work, and enjoy access to good rental properties, shared ownership schemes and interest-free loans for home purchase on the open markets as part of the Keyworker Living scheme. So living and travelling couldn't be much easier.



Lewisham Recreation Centre

Lewisham pretty much has it covered. Thriving, established markets, restaurants that cover almost every cuisine in the world, beautiful green spaces, sport, dance and music. There's something for everyone.

The children of Lewisham are our future business leaders, hairdressers, politicians, taxi drivers, mechanics, nurses, plumbers, artists, footballers, engineers, music moguls, journalists, chefs and even teachers. We owe it to them to give them the best start to their lives and careers.

As one of our school leaders or teachers, you'll have children's futures in your hands. Because of that, you deserve all the support we can provide. In fact, all our teachers enjoy the best we can offer, from our renowned Induction Programme for NQTs through to Leadership and Management Programmes that will help you develop your knowledge and skills, no matter what your level of experience.



St Saviour's Church Tower

We don't forget our invaluable support staff either: they've got access to development and training in order to raise pupils' achievement levels, and they have real career paths. For you, it means you'll have a motivated, well-trained team of people around you. And you'll benefit from all the other support systems we've implemented, from Lewisham Learning to advisory staff who focus on Hearing, Visual, Speech & Language, Specific Learning and Physical Difficulties, and Behaviour Improvement Programmes.

For teachers with children, there are many nursery classes and crèches, good childcare, and after-school clubs and play centres. We'll also be happy to talk to you about flexible and part-time working.

Just as importantly, you'll have borough-wide opportunities for Continuing Professional Development, through conferences and a range of training. You'll also have the chance to take part in local authority advisory work, contributing your ideas and expertise to borough-wide development. So your students won't be the only ones improving their prospects.



Additional Information

Please click on the links below for additional information.

All In London – Guide to Lewisham:

Please go to: <https://www.allinlondon.co.uk/boroughs/lewisham/>

First Steps – Mayor of London's shared ownership scheme:

Please click [here](#).

