



# **Ealdham Primary School**

**Application Pack  
for Candidates**



# Ealdham Application Pack

## Welcome to Ealdham Primary School

*“Imagine a haven, where children of all abilities and backgrounds are safe and treat each other with mutual respect. Where they are given the skills they need to explore, investigate and learn exciting new things for themselves. Where the thrill of achievement means they want to come back and experience it again and again. A place where children care about the place they live and how they can help to make it even better.*

*This is what we strive to achieve for our pupils at Ealdham. We hope you will join us in realising this vision.”*

**Christian York**

**Headteacher**





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Dear Prospective Candidate,

We are delighted to introduce an exciting opportunity to join our dedicated team at Ealdham Primary School as a Higher Level Teaching Assistant working in our SEND provision.

Ealdham prides itself on its core values of happiness, kindness, resilience, and respect, which are ingrained in every aspect of our school community. As a member of staff at Ealdham, you will play a vital role in fostering a positive and nurturing learning environment where every child can thrive.

The successful candidate will have the opportunity to work alongside a welcoming team who are passionate about children's learning and development. Our leadership team is committed to your professional growth and well-being, ensuring an environment where you will be supported and valued. You would be joining a team that prioritises collaboration, shared expertise, and mutual support, ensuring that you have a strong network of colleagues to lean on and grow with.

You will be instrumental in shaping the educational experience for all of our children. We are looking for a dynamic and passionate individual dedicated to making an impact and driving positive change in our school community. At Ealdham, we understand the importance of continuous improvement and innovation to meet the diverse needs of our students.

If you are passionate about education, committed to providing high-quality teaching, and ready to take on a new and fulfilling challenge, we would love to hear from you.

Please consider this opportunity to make a real difference in the lives of our community and contribute to the continued success of our school. We look forward to welcoming you to our team and working together to create a truly enriching learning environment for all.

Thank you for considering joining us at Ealdham.





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## About Our School

Ealdham is a two form primary school situated on the Page Estate in Eltham. The school roll has significantly increased over time with the current figure standing at 448 pupils compared to 289 pupils in 2010. The school serves an increasingly diverse community.



Staff and governors are focused on continual school improvement and have high expectations for all pupils. They believe that the school curriculum should enable them to have the key skills and knowledge they need to continue to achieve in secondary school and make informed choices for later life. This results in pupils thriving within a caring, creative and inclusive environment which provides the tools they need to blossom academically, socially and emotionally.

At Ealdham Primary School, we understand the importance of both professional collaboration and maintaining a healthy work-life balance. Teachers have the opportunity to plan collaboratively with their year group partner teacher, ensuring a cohesive and supportive approach to curriculum development and classroom management. Additionally, we offer Planning, Preparation, and Assessment (PPA) time that can be taken at home, allowing our teachers the flexibility to manage their workload more effectively. We prioritise family and work-life balance, recognising that a well-supported teacher is key to fostering an enriching learning environment for our children.



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***“Leaders are approachable and this has created a culture of openness. Adults and pupils alike are confident that if they raise any concerns or worries, they are heard. Pupils talked about how they can depend on adults and friends to keep them safe. There is a genuinely warm, professional relationship between and among staff and pupils.”***

**-Ofsted 2021**



Positive mental health and wellbeing of all stakeholders is woven into the rich and meaningful school curriculum. It celebrates the fact that our pupils are growing up within the Royal Borough of Greenwich while giving them the opportunity to compare their lives with those living in other parts of the World.

The school places itself at the centre of a collaborative learning community committed to continual professional development and partnership working and it is an active member of both the Greenwich Community School's Partnership and local school's cluster. Leaders believe in partnerships and collaboration, which provides Ealdham with an ethos where staff strive for excellence within a supportive environment.

Our most recent Ofsted inspection (October 2021) graded us as a good school.



***“Staff appreciate leaders’ efforts to ensure that their workload is manageable.”***

**-Ofsted 2021**



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## Job Description

Ealdham Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

#### Salary:

**Contract type:** Full time, fixed term for one year

**Reporting to:** SENDCO

#### Job responsibilities and tasks may include some of the following:

The HLTA will:

1. Work with the teacher/SENDCO in planning, evaluating and adjusting activities for individuals, groups of pupils or a whole class as appropriate.
2. Evaluate provision maps as appropriate
3. Implement agreed learning activities/teaching programmes using strategies in liaison with the SENCO to support pupils to achieve.
4. Monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievements against pre-determined targets.
5. Provide objective and accurate feedback and reports as required, to the SENCO on pupil achievement, progress and other matters.
6. Manage, prepare equipment and teaching resources for lessons and activities.
7. Promote pupil independence in learning, social and mobility skills and employ strategies to recognise and reward achievement.
8. Ensure that pupils are able to safely use equipment and materials provided.
9. Support the implementation of programmes designed by other professionals such as educational psychologists and speech and language therapists.
10. Liaise sensitively and effectively with other professional staff and when reporting information from/to parents/carers, contributing to meetings to discuss a specific child's progress as appropriate.
11. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the SENCO, to support achievement and pupil progress.
12. Assist the SENCO in monitoring and analysing records of pupils' progress.
13. Assist at an appropriate level and within the school's protocols, with the provision of general care and welfare of pupils which may include:
  - Support with the personal hygiene routines, e.g. toilet training, changing of incontinent children, dressing and undressing;



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- the changing of soiled clothing and its disposal in an appropriate way
- assisting with children's injuries and, where appropriately qualified, administering first aid
- assisting with the identification and monitoring of children's general health and welfare.

14. Be aware of and comply with policies and procedures relating to child protection.

15. Attend and participate in relevant meetings as required.

16. Any other duties and responsibilities within the range of the salary grade.



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## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"><li>• HLTA status</li><li>• Successful primary experience</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Working knowledge of national curriculum and other relevant learning programmes</li><li>• To understand the principles of child development and learning processes and in particular, barriers to learning</li><li>• Knowledge of effective teaching and learning strategies</li><li>• A good understanding of how children learn</li><li>• Ability to adapt teaching to meet pupils' needs particularly those with SEND</li><li>• Ability to build effective working relationships with pupils</li><li>• Knowledge of guidance and requirements around safeguarding children</li><li>• Knowledge of effective behaviour management strategies and how to adapt them to meet particular needs</li><li>• Good IT skills, particularly using IT to support learning</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li><li>• High expectations for children's progress</li><li>• Ability to work under pressure and prioritise effectively</li><li>• Commitment to maintaining confidentiality at all times</li><li>• Commitment to safeguarding and equality</li><li>• Good oral and written communication skills</li><li>• Ability to show commitment to continuing professional development</li></ul>