

Dear Applicant

The Advertised Posts – Two Higher Level Teaching Assistants

To cover Planning, Preparation and Assessment (PPA) time for teachers across the school

Fixed Term Variable Contract; September 2019-31st August 2020

38 weeks per year, with some flexibility

Grade G £19,945 - £25,295 Pro Rata

14.66 hours per week

Thank you for your interest in this post.

Background to the Post

We require two Higher Level Teaching Assistants to join our staff team, four mornings a week, to cover Planning, Preparation and Assessment (PPA) time for teachers across the school.

Applicants should be hardworking, enthusiastic and flexible, with a passion for working with young children.

As our school is a Church of England (Controlled) School, we place an emphasis on Christian values, and we would expect applicants to be supportive of these.

In 2018, the school was inspected by Ofsted and was graded 'Good'; our latest Church School Inspection (2015) graded us Outstanding.

Guidance on completion of your application

- Please use the application form from the school website; this should be completed and returned by noon on Friday 7th June 2019.
- Please take care to follow the instructions on the form carefully.
- Please do not send a CV as we do not accept applications in this form.
- Completed application forms should be emailed to the Headteacher, Mark Allen, at head@upton-st-leonards.gloucs.sch.uk. Please do not send a hard copy.

Safeguarding

Our school has a commitment to safeguarding and promoting the welfare of children. We regularly review our policies on Child Protection and on Security, and the successful candidate will be required to undertake an enhanced DBS check. Applications for posts should include a declaration of any criminal conviction.

References

- Your application should include the names and addresses of two referees, one of whom should be your current or most recent employer.
- Internal candidates should seek a reference from a more senior member of staff not involved in the recruitment process.

- If you are not currently working with children but have done so in the past, you should please provide details so that we are able to obtain an additional reference from the employer by whom you were most recently employed in work with children.
- It will be necessary to contact referees by phone or email, so please ensure you give telephone numbers and email addresses.
- We intend to approach current and previous employers for references after short listing, and before interview.
- Referees will be asked about any disciplinary offences relating to children (including any in which the penalty is 'time expired'), whether there have been any child protection concerns and the outcome of any enquiry or disciplinary procedure.

Interviews

The interviews will be held the week beginning 10th June 2019. The interview will consist of a formal panel interview together with a lesson observation. More details will be given when the invitation to interview is issued.

Visits

You are welcome to visit our school. Please telephone the Office (01452 616109) to arrange an appointment.

About our School

Upton St Leonards Church of England (Controlled) Primary School is set in a village environment and serves a wide community including Upton St Leonards Village, Abbeymead and the surrounding area.

There are currently 415 children on roll. The school is organised in seven separate year groups with six infant and eight junior classes.

The aim of our school is for every child to realise her/his full potential and to enjoy learning in a caring, friendly, secure and ordered environment. Upton is a nurturing community in which children are encouraged to do their very best, while at the same time developing respect and concern for others.

As a Church of England (Controlled) School, we support and promote Christian beliefs and values not only through our assemblies, but also through everyday life.

We are proud of the education that we offer our children and the high standards that we maintain. We constantly strive to make our school a happy place where children's achievements are recognised and rewarded at every level. We are very proud to be recognised as an 'Embracing Thrive' school and to have achieved our 'GHLL Mental Health Award'. We place a great deal of emphasis on recognising and attuning to pupils emotions, validating them and helping them to self-regulate. Much of the work we do prioritises the need to increase children's self-esteem and confidence. We therefore adopt a positive approach to behaviour through a carefully structured system of rewards, using a restorative approach to managing misbehaviour. Rewards, such as House Points, are given not only for academic effort or achievement, but also for contributions towards the school ethos and values, for example acts of compassion and generosity. We are currently working on the UNICEF Rights Respecting School Programme.

We have a well-established School Council which has representatives from each class from Year 1 upwards and an Eco Club. This provides the opportunity for pupils to have some influence and say in areas of school life and we are proud to have been awarded our Silver Eco Award.

Music is a strength of the school. We have school choirs, recorder groups and take part in 'ising Pop' Concerts. We also have peripatetic teachers in school who provide tuition in violin, woodwind, piano, drumming and guitar.

Upton has an enthusiastic and committed team of teaching and support staff who work hard for the school. Each member of the teaching staff has curricular responsibilities, and parents and governors are kept abreast of curricular developments through formal and informal contacts. We have a wide range of extra-curricular activities, including sporting, chess, music and gardening clubs.

Our school buildings are modern and well-resourced. In addition to the classrooms and practical areas, we have a spacious well-equipped hall, an ICT Suite, a Thrive/ Nurture room ('The Hub'), a teaching kitchen and a Library.

Outside we have a large playground, two fields, two adventure playgrounds, a separate Foundation Stage play area, a Spiritual Garden, a Forest School area and a Wildlife Area with pond.

There is a Parent Teacher Association, which helps the school with many fund-raising and social activities.

I look forward to reading your application.

Yours sincerely

Mark Allen
Headteacher