

Hempsted C of E Primary School



Candidate Information Pack
SEND Teaching Assistant
Full time
Fixed term contract, linked to child

Growing Together in God's Love

Hempsted C. of E. Primary School

‘Growing Together in God’s Love’



Information for Applicants

Hempsted Village

The village lies only two and a half km from the centre of Gloucester City and yet despite much development over the past few years, it retains a distinct residential and village atmosphere with clear boundaries to the docks. The Gloucester Canal and The River Severn make the area almost an island. Access is exclusively via Hempsted Lane which loops through the village.

The School has grown from 80 children in 1990 to over 200 at the present time. We have seven single year group classes. We are a fully inclusive school. Our staff and good SEN provision supports pupils with varying backgrounds, a range of abilities, behavioural concerns and physical needs. Our most recent OFSTED in March 2023 rated the school as ‘Good’, and our most recent SIAMs (May 2018) also rated the school as ‘Good’.

The Building and Grounds

The present building was opened in 1976. Since then it has been extended to include: offices, a good sized staffroom and stockrooms; two libraries; a computer suite; a small kitchen, a well equipped hall and nine classrooms. The most recent building work has increased the size of the offices and staffroom. The grounds are lovely and are bordered by fields, St Swithun’s Church and residential gardens. We have a large playground, an extensive playing field, and an all weather ‘grass’ area. There is also a school garden/nature area. There are many play activities for our children to enjoy at breaks. There is also a playgroup in the grounds.

The Staff

The headteacher is Mr Richard Waller. The deputy headteacher is Mr Jon Davis. Mrs Alison Middleton completes the SLT as assistant headteacher as well as being our SENDCO. There are ten teachers as two of the classes are job-shares. Our Learning Support Workers are timetabled to provide assistance in every class.

Pastoral support for pupils and parents is led by Mrs Kate Subryan.

There are two office staff. The Lunchtime Staff supervise the midday break. Cleaning and basic maintenance is provided by our caretaker and team of cleaners.

The Pupils

The overriding majority of our pupils play a very active and enthusiastic part in their learning and school life. Their progress and achievements in all areas reflect their desire to do well. There is a proactive School Council. Our most recent OFSTED stated: “Pupils enjoy learning at this friendly, safe and welcoming school. Leaders have created a nurturing environment for pupils and families. Pupils embrace the school’s vision of ‘Growing together in God’s love’. They show this by valuing everyone for who they are.”

The Governors

The Governors are involved in the life of the school and are supportive in their role. They work closely with the staff: visiting school during the working day, observing lessons, accompanying class trips and attending meetings.

The Parents

Parents are encouraging and supportive of their children. They have strong aspirations for their children to succeed and work in partnership with the school. OFSTED stated: "The great majority of parents comment positively on the school's work. They say that Hempsted is a place where pastoral support 'is second to none' and children 'grow as individuals'."

Links with our church

We are extremely proud of our relationship with St Swithuns Church. Revd Canon Nikki Arthy is our vicar, and is also part of the school governing body. Nikki is very well known to the children and staff, coming into school on a regular basis and welcoming the children to church for services. We also have a parish Children and Families worker, Rachel Laughton, who supports many of our children and families both during term time and during the school holidays. Our Collective Worship focuses on a cycle of Christian values, and we believe these have a positive influence on how our children live their lives.

The Post

We are seeking a teaching assistant to work with a child who is currently in our Reception class. The child has a diagnosis of autism and has social and communication needs. The post is full time, and ideally the successful candidate will have experience of supporting children with similar need. He is a wonderful little boy, who will respond really well to a person who is calm, kind and good fun. This has the potential to be a very rewarding position.

Visits are encouraged. Please ring to arrange a visit on one of the dates listed below.

Please apply by form (including details of 2 referees) and letter of application.

The Application Process

Advertisement: Week ending Friday 29th February

Applications: In by noon on Wednesday 10th April

Visits: Please contact the school to arrange a convenient time

Interviews: Wednesday 17th April

Starting Date of Post: Monday 3rd June 2024

- If you wish to have a postal application acknowledged, please send a S.A.E.
- If you have not been invited for interview 2 days prior to the date, please assume that your application has not been successful.

Before applying, please read the following information...

Safeguarding

Hempsted C of E Primary School is committed to the safeguarding and promotion of welfare of all our children. Employees of the school are expected to uphold these values and there is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that our recruitment process will include an assessment of your suitability to work with children.

Code of Conduct

All staff adhere to a written code of conduct which you are expected to read and sign on commencement of your employment with us. We expect staff to dress professionally and appropriately for their role.

Right to work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates of relevant qualifications with them to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate's certificates will be retained on their personnel file. The copies of unsuccessful candidate's certificates will be treated as confidential waste and disposed of appropriately.

Private and Confidential Disclosure of Criminal Record

Shortlisted candidates will be asked to complete and sign a form to declare any criminal record that they have.

References

If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of appointment.

Previous employment

Within the application form, you must include any relevant work experience, including part-time or work undertaken on a voluntary basis, starting with the most recent. Ensure you put in full details of dates, names, addresses and your job title. You must explain any gaps in your employment.

Disclosure of a criminal record

This role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed.

Online searches

In order that the school meets the requirements of 'Keeping Children Safe in Education', we will do 'online' screening search on shortlisted candidates. This is only used to meet the intended purpose of KCSiE recommendation in relation to whether an applicant is suitable to work with children and is not part of the shortlisting process itself. Any content that calls into question the candidate's suitability to work with children will be discussed with candidates as part of the interview process.

All shortlisted candidates are subject to the same search. To ensure that online checks undertaken are not discriminatory, the search will be carried out by a member of staff who is not part of the interview panel. The search will be performed as follows looking at the first page of results:

- candidate name
- candidate name + current school/employment
- candidate name + previous school/employment
- candidate name + educational institution attended
- candidate name + job title

We will search social media apps such as Facebook, Twitter and LinkedIn. We will also search internet search engines such as Google.

Data protection law applies to online searches the same way as any other part of the application process and as such our school complies with the 7 principles of data processing set out under GDPR. The school is carrying out this online search as a public task, because we are processing the data to carry out our duty of safeguarding and safer recruitment, which is in the public interest.