

## Hollydale Primary School

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**Headteacher:** Ms R.G.Reid B.Ed (Hons), NPQH, FCCT

13<sup>th</sup> May 2025

## Welcome Letter

At Hollydale Primary School we provide a warm, welcoming environment that enables all pupils to reach their full potential.

Our school is a calm and thriving school for children aged 4 to 11 years. We currently have 153 children on roll with 7 classes. Our teaching staff are committed and experienced at what they do. We also have excellent teaching assistants who work across the school, supporting and enhancing children's learning. Children at Hollydale are what makes our school a very special place to be. They are polite, motivated and enthusiastic learners who deserve to be taught by the very best.

Our school motto is: 'Being the best that you can be' and this is evident across our school through the teaching, the environment and the attitudes to learning and supportiveness of each other. The staff at Hollydale are dedicated to what they do and aim to provide all pupils with excellent learning opportunities. The additional support staff are also very committed to ensuring that our pupils are happy, challenged and successful.

Our families are important and we value the relationships that we have with all stakeholders. We have formed good relationships with our families and we work hard to build and maintain these relationships. We have high expectations for all and see this as the key to a successful school. We value the home school partnership and foster this as an enhancement to the learning of all children.

Our governing body are committed to raising standards and play a key role in our school. They wish to appoint staff that are creative and passionate in what they do, to add to the richness and success of our school.

You are encouraged to visit our school before submitting an application form. Please telephone 0207 639 2562 to arrange a suitable time.

We look forward to meeting you.

Yours sincerely

  
**Ms Reema Reid**  
Headteacher



HEALTHY SCHOOLS  
LONDON



The Award for  
HEADTEACHER OF THE YEAR  
IN A PRIMARY SCHOOL



The Award for  
HEADTEACHER OF THE YEAR  
IN A PRIMARY SCHOOL



## Job Description

<b>Job Title:</b>	Teaching Assistant – Level 2 (Supporting and Delivering Learning)	<b>School Name:</b>	Hollydale Primary School
<b>Grade and Range:</b>	Grade 4 – scp 4 – 9 <b>(pro rata salary £23,174)</b>	<b>Hours:</b>	32.5 hours per week
<b>Reports to:</b>	SENCO / Headteacher / Deputy Head / Assistant Head	<b>Working Pattern:</b>	Term Time only – 39 weeks per year
		<b>Supervises:</b>	None
<b>Purpose and context:</b>	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.		

### Principle Accountabilities:

#### SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

#### SUPPORT FOR TEACHERS

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

#### SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

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## SUPPORT FOR THE SCHOOL

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
- 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 Southwark Safeguarding Children's Board and the school's safeguarding policy.

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### General Statements

- Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment.
- Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.
- Undergo and meet school conditions for a satisfactory enhanced DBS check.
- Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.
- 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 Southwark Safeguarding Children Board.
- Ensuring work is line with the School's Green Commitment Policy goals.
- Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care.
- Any other duties of an appropriate level and nature will also be required.

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### To contribute as an effective and collaborative member of the School Team

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Contributing in meetings and being a supportive member of the school team.

## Person Specification

<b>Job Title:</b>	Teaching Assistant – Level 2 – Grade 4 – scp 4-9	<b>School Name:</b>	Hollydale Primary School
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		<b>Essential (E) or Desirable (D)</b>	<b>How assessed (A / I / T)</b>
<b>Knowledge / qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Effective use of ICT to support learning</li> <li>▪ Use of other equipment technology – video, photocopier</li> <li>▪ Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>▪ General understanding of national/foundation stage curriculum and other basic learning programmes/strategies</li> <li>▪ Basic understanding of child development and learning</li> <li>▪ Good numeracy/literacy skills</li> <li>▪ Completion of DFE Teacher Assistant Induction Programme</li> <li>▪ NVQ 2 for Teaching Assistants or equivalent qualifications or experience</li> <li>▪ Training in the relevant learning strategies e.g. literacy</li> <li>▪ First aid training/training as appropriate</li> </ul>	E E  E E  E E E E E E	Indicate how skill will be assessed either application form, at interview or tested.
<b>Experience:</b>	<ul style="list-style-type: none"> <li>▪ Working with or caring for children of relevant age</li> </ul>	E	
<b>Aptitudes, skills and competencies:</b>	<ul style="list-style-type: none"> <li>▪ Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>▪ Ability to relate well to children and adults</li> <li>▪ Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>	E  E E	
<b>Special conditions:</b>	<ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> <li>▪ Emotional resilience in working with challenging behaviours.</li> <li>▪ Appropriate attitudes to use of authority &amp; maintaining discipline.</li> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2015 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>	E E  E  E E E E E	



# Applying for a job

## Candidate information sheet for posts within Southwark schools

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application form please read the following notes. We hope you find them helpful.

Your application form plays an essential part in the selection process and determines whether or not you will be shortlisted for an interview. Please do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in **BLACK** ink. This helps us with photocopying.

When we choose our new employees we use:

- A job description
- A person specification
- An application form

### Job description

This tells you the main responsibilities of the job for which you are applying.

### Person specification

This is the most important document which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria' which we use to make appointments.

'Essential Criteria' are those which you must have to successfully carry out the responsibilities of the job. The person specification shows you which criteria we will use to shortlist for the interview process.

'Desirable Criteria' may be included. These are extra requirements which we may use if we receive too many forms which meet our 'essential criteria'.

### Application form

If you want to apply for more than one job, please fill in a separate application form for each job. It is a good idea to make a rough draft first. Check through your

draft to make sure that it is clear and that it covers all the criteria, before you fill in the form. Please give all the information you think we may need, as we cannot guess or assume anything about you.

You may find it easier to complete the sections on 'employment' and 'relevant knowledge, experience and skills' by using a computer and then attaching the printed sheets to the form.

### Relevant knowledge, experience and skills

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

### Equal opportunities

Please fill in the 'tear-off' slip on the application form. We will treat this as confidential information which will not be shown to the shortlisting panel. We will use this information to make sure we are acting fairly when we employ people.

### If you have a disability

The Disability Discrimination Act defines 'disability' as follows:

*'... a mental or physical condition which has a substantial and long-term adverse affect on the employee's ability to carry out normal day-to-day activities. Long-term means that the condition must last, or be likely to last, for more than 12 months'.*



If you need help in filling in the application form or need information in a different format (for example in Braille or on tape) please let us know.

We will offer you an interview as long as you meet the essential requirements of the job. We are also happy to meet any special requirements for people with disabilities who are asked to attend for occupational assessment or an interview. Please contact the named person on the correspondence sent to you so that we can make suitable arrangements.

## References

You should give the names of two people who can act as referees. One of these people must be your present or most recent employer. We will contact your previous employers or other appropriate organisations for references and will do this for all applicants who are shortlisted prior to interview. If you are not currently working with children but have worked with children in the past, a reference will be sought from your previous employer.

If you are a recent school or college leaver one of your references must be from a teacher or lecturer.

Please note that we do not accept references from friends, relatives, or open references addressed 'to whom it may concern'.

## Conditions of job offer

If you are successful at interview you will be given an offer of appointment. This offer is subject to:

- i) The receipt of two satisfactory references (see above).
- ii) Receipt of a satisfactory medical report from an Occupational Health physician of your fitness to undertake the duties of the post.
- iii) Evidence of any required professional qualifications (i.e. teaching/nursery nurse qualification).
- iv) Enhanced Criminal Records disclosure checks.
- v) Evidence that you can be legally employed in this country (i.e. sight of passport and/or visas or work permits).
- vi) A check for teachers that you are registered with the General Teaching Council (GTC).

## Safeguarding and promoting the welfare of children and young people

As part of Southwark's commitment to safeguarding and promoting the welfare of children and young people, all employees within schools are required to complete an enhanced CRB check application form.

## Rehabilitation of Offenders Act 1974

The work for which you are applying involves substantial access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and also any cautions or bind-overs.

## Employment of People with Convictions

If you have a conviction, caution, bind-over or prosecution pending, this will not automatically preclude you from appointment. Every case will be considered on an individual basis, whilst bearing in mind the nature of the offence.

## Confidentiality

All information is held confidentially and is released on a need to know basis e.g. information about disclosure applications and criminal background checks forms will be discussed between the Headteacher and a representative from the LA Human resources department.

# Data protection statement

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Southwark Council. The personal information that you provide will also be used in a confidential manner to help us monitor our recruitment process.

If you succeed in your application and take up employment with the council, the information will be used in the administration of your employment with us and to provide you with information about the council or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the council that you agree to the processing of sensitive personal data, (as described above), in accordance with the council's registration with the Data Protection Commissioner.