



Heron Primary School

Candidate Information Pack

EYFS/KS1 Teaching Assistant

Required ASAP



Dear Prospective Candidate

We are pleased that you are considering our school for the next stage of your career. At Heron Primary School we strive to ensure that every child receives the best possible education in a secure, caring, friendly and stimulating learning environment.

About Our School

We are a Foundation school serving an area south of Gloucester City Centre, with children coming mainly from the Abbeydale and Abbeymead Estates. There are currently 399 pupils on roll. We take in a maximum of 60 reception children each year in parallel classes of 30.

The school was inspected by Ofsted in October 2019 under the new framework. The staff, Governors, children and parents were very pleased with the excellent outcomes. Ofsted said **'Heron Primary School is a welcoming school, where pupils love learning. Leaders are ambitious for all pupils to be confident and successful learners. Staff bring learning to life in a fun and interesting way. Pupils are motivated to learn and want to do well. They understand the importance of the Heron 'drivers' so they keep trying and never give up.'** [Please take time to read the full inspection findings.](#)

We have a committed and effective Governing Body who give generously of their time and skills in supporting the school.

The Senior Leadership Team (SLT) comprises the Headteacher supported by three Assistant Headteachers who have responsibility for a whole school leadership strand, Business Manager and Lead Teacher for SEN.

Curriculum

We provide a broad, balanced and relevant curriculum with creativity being highly valued. Our school curriculum is underpinned by Drivers that have been created to reflect both our pupil's needs and the community that we are part of. Our Drivers are:

Healthy Living; Express Yourself; Respect; Our World; Never Give Up

We encourage children to be respectful and self-confident, to take responsibility and show initiatives in their own learning. It is our aim to create a caring, happy, well-structured, lively and stimulating place to learn.



We believe it is very important to work closely with parents. We value them as essential partners in the education of their children and we try to enhance the communication between home and school whenever the opportunity arises. It is important that a mutual understanding and trust should form the basis of our partnership and shared responsibility. The school has a Family Support Worker & Attendance Officer who assist us in achieving these aims.

We are committed to the ongoing development of our staff and ensure that all staff have access to high quality Continued Professional Development (CPD) opportunities.

Information about how to apply for the position is outlined in the following pages, we look forward to receiving your application.

Yours sincerely

Mrs Claire Brookes
HEADTEACHER



The Application Process

Included in this application pack are:

- Application form
- Job description
- Person specification
- Further information for candidates

The closing date for applications is **Monday 10th February at 12 noon** and Interviews will take place on **Tuesday 25th February 2025**. The successful candidate will take up post as soon as possible.

Visits to the school are warmly welcomed and are encouraged. Please email hsbm@heron.gloucs.sch.uk to book on to a school tour. Please do feel free to email our Headteacher, Mrs Claire Brookes if you have any questions about the position via head@heron.gloucs.sch.uk

Thank you again for taking the time to request further information about the school. We look forward to receiving your application.



Before Making an Application

Before applying for a post with Heron Primary School you should be aware of the following information:

Employment:

Heron Primary School is a Foundation School and our Governors are our employers. Governors adhere to the Burgundy Book and Green Book handbooks when employing Teaching and Support staff.

Safeguarding:

Heron 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 the recruitment process will include an assessment of your suitability to work with children. Our DSL's are: Mrs Claire Brookes, Miss Harriet Eavers, Miss Rebecca Price and Mr Matthew Kitson.

Dress Code

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

Policies

Heron Primary School has a range of policies and handbooks that help to make clear our expectations and ways of working.

There are several policies that employees are asked to sign on commencement of employment as part of the induction process to acknowledge that they have read and understood them. These include, Child Protection Policy, Keeping Children Safe in Education (2024) Acceptable Use (ICT) Policy, Staff Code of Conduct, Behaviour Policy, Privacy Notice, Guidance for Safer Working Practice for Adults who work with Young Children in Education Settings and Health & Safety Policy (this is not an exhaustive list). New staff will also be expected to complete Child Protection training modules and evidence Prevent Training.

Making An Application

To apply for this post you need to:

Read this information pack and decide whether you have the skills and experience to meet the demands and requirements of the role.

Decide whether to visit the school or contact us for a conversation.

Complete the application form in full

- a. Personal Details (Part 1)
- b. Complete personal information and sign the application (Part 2)
- c. Optional - Complete the equal opportunity monitoring form (Part 3)

Return all parts by the closing date and time.

Completion of application

The information requested on the application form is important in assessing your application. Please complete the form in full. **CVs are not accepted as part of the application process.** If you have a disability that prevents you from completing the application form, please contact us to discuss further.

Person specification

The person specification describes the essential knowledge, experience/professional qualifications which you will need in order to do the job as described in the job description and specification. You need to demonstrate that you have these skills and that you understand and are committed to equality and diversity.

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. You will also be required to sign a declaration.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents 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 will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

Private and Confidential Disclosure of criminal record form

All shortlisted candidates will be asked to complete the above form, sign and bring to the interview process.

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 an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

Previous employment section

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

Disability

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact us if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Disclosure of a criminal record

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

place. You are required to read the Policy Statement on the Recruitment of Ex-Offenders before applying for any position at Heron Primary School.

Online searches

In order that the school meets the 'Keeping Children Safe in Education September 2024' requirements, shortlisted candidates will be asked to give consent for an online screening search to be performed. The online check will be used only to meet the intended purpose of the KCSiE's 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:

The following terms, looking at the first page of results:

- 'Candidate name'
- 'Candidate name' + 'current school/employment'
- 'Candidate name' + 'previous school/employment'
- 'Candidate name' + 'educational institution'
- 'Candidate name' + 'job title'

Websites:

The candidate's name was typed into the search function of the following websites:

- LinkedIn
- Twitter (checked the top 10 results)
- Facebook (checked the top 10 results)
- Their current school's website

Data protection law applies to online searches the same 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.



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Declaration – relatives and other interests

If this applies to you, please give the name of the employee, the department they work in and the relationship e.g. partner, daughter.

Equal opportunity monitoring form

All job applicants are expected to complete the monitoring details on the form to assist us in complying with statutory requirements. Please note that this form is not seen by any members of the shortlisting or appointment panel.

