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# EDITH CAVELL PRIMARY SCHOOL

*Ambitious, Achieving and Nurturing*

Manton Lane, Bedford. MK41 7NH

Headteacher: Miss Heather Cooke

Tel: 01234 345636

E-mail [office@ecls.org.uk](mailto:office@ecls.org.uk)

## INFORMATION ABOUT THE SCHOOL

### THE POST

The governors seek to appoint motivated, dedicated and enthusiastic Teaching Assistants to support children across the school. Candidates should indicate their experience and interests in their letter of application. The school has a planned induction program and professional development is regarded as a staff entitlement.

The successful candidate would be expected to work closely with the Headteacher and the staff team and demonstrate they are passionate about ensuring every child has the appropriate and personalised learning opportunities to ensure that they achieve their full potential. We provide pupils with a broad and balanced curriculum, that offers creative continuity and progression for children. The new 2014 National Curriculum has been rolled out across the school and in response to these national changes at Edith Cavell we have reviewed our curriculum and revised the areas of study that the children will undertake.

In return for hard work and dedication the school offers:

- A supportive and improving working environment
- Planned professional development
- A planned induction programme
- Appreciative and responsive children
- Good standards of discipline
- Improving academic standards

### THE SCHOOL AND ITS CATCHMENT AREA

Edith Cavell Primary School is a popular school that enjoys a good reputation within the community. The most recent OFSTED Inspection (July 2018) identified that 'Pupils said that Edith Cavell is the best school. They are enthusiastic about the different subjects that they study and the way teachers make learning fun and interesting. And 'Staff are proud to work at the school and are committed to providing the best environment for pupils' success'.

The school was purpose built in 1974, close to the centre of Bedford and all its amenities. The main building is well maintained and spacious providing versatile opportunities for learning for the whole school community. It has two sizable playgrounds and during the summer months the children have access to a generous school field.

The school is a member of the LEAP Trust and fosters links with a number of local schools.

The school has 280 children on roll, organised into ten classes. The pupils come from a wide variety of backgrounds and are well behaved, responsive and hardworking. Children come in to the Nursery classes in the term after their third birthday and move into the Reception classes in the September after their 4<sup>th</sup> birthday.

Under the Bedford Borough's move to a two tier education system, Edith Cavell is now a full primary school. A building project to provide additional classrooms to allow for this planned expansion was completed in May 2017. The school is moving to a capacity of 315 pupils.

We have an active Parents and Friends Association (FOEC) and parents are very supportive of the school.

## **PHILOSOPHY AND PRACTICE**

The staff are hard working and motivated. They are committed to raising standards and are actively involved in shaping the future of the school in the following ways:

- The school is committed to a philosophy of teamwork. Whole school staff meetings are held weekly to develop school policy and curriculum. All staff are actively involved in policy decisions and implementation.
- Staff development is a high priority as we seek to provide all colleagues with appropriate developmental experiences.

An effective whole school behaviour policy ensures that high standards of behaviour are maintained across the school. Pupils wear a uniform and positive attitudes to work are evident. These attitudes are promoted through praise and encouragement.

The school values parents as partners in their children's education and would like to see more parents willing to become involved in the life of the school.

Miss Heather Cooke joined the staff as Headteacher in April 2012. The Senior Leadership Team consists of Head teacher, Assistant Head and EYFS lead. The staff of the school are a mixture of experienced teachers and colleagues who are relatively new to the profession.

At Edith Cavell Primary School we:

- Enjoy learning
- Believe every individual has the potential for growth
- Build relationships on respect
- Provide a safe and caring environment
- Nurture the confidence to try
- Offer a friendly and welcoming environment
- Are actively involved in the children's learning
- Value individuals regardless of age, race, gender, status, religion, (dis)ability

- Provide equal opportunities
- Have high expectations
- Deliver broad and balanced curriculum accessible to all
- Ensure continuity and progression.

Edith Cavell Primary School is committed to safeguarding and promoting the welfare of the children and expects all staff and volunteers to share this commitment.

## **SALARY**

The school is currently Group 2 and the governors are offering a salary appropriate to the successful candidate's experience.

## **THE SELECTION PROCESS**

Once your application has been submitted the governors will assess the degree of match between their requirements and the attributes of the applicants.

In applications, candidates are asked to refer to the person specification included in the application pack.

Candidates are invited to include other areas of experience that they feel are relevant to the person specification. Candidates should try to keep their application to no more than two sides of A4. It would be helpful to the selection panel if applications are word-processed.

The closing date for the post is to be confirmed.

Candidates will be free to leave after completing all aspects of the selection process and will be notified of the panel's decision by telephone later the same day.

The interview is an opportunity for the staff to meet all the candidates and select the most suitable for the post. The interviewing process also gives candidates the opportunity to find out more about the school and for them to confirm that they are still firm candidates for the post. At interview any anomalies or inconsistencies in the application form will be explored.

Evidence of capability will be sought from your current employer in the form of a confidential reference

In accordance with Disclosure requirements, candidates should bring the following documents to the interview:

- Birth certificate
- Marriage certificate (if applicable)
- Utility bill or bank statement (to provide address)
- Passport (if you have one)
- Right to Work in UK permit (if applicable)
- Education certificate(s).

## **INTERVIEW EXPENSES**

Reasonable traveling expenses will be paid to candidates attending the interview.

## **PROTECTION OF CHILDREN**

Current DCSF regulations recommend that the Local Authority check with the Criminal Records Bureau the possible criminal background of certain persons who will have access to children. If you are successful in your application, you will be asked to complete a Criminal Disclosure Application form. The appointment is subject to satisfactory clearance under the procedure.

Candidates called for interview will also be asked to complete the Bedford Borough Staff Disqualification Declaration relating to the Childcare (Disqualification) Regulations 2009.

## **ACKNOWLEDGEMENT OF APPLICATIONS**

As the governors wish to direct the maximum amount of funding to new resources for the school it has been agreed that the receipt of application forms will not be acknowledged. The governors hope that candidates will fully understand the reason for the policy. If an acknowledgement is required then please enclose a stamped addressed envelope with your application.

It is likewise the policy of the governors not to write to unsuccessful candidates. Accordingly if you have not received a letter from the governors within six weeks from the closing date, please assume that your application has been unsuccessful on this occasion.

## **PRIVACY NOTICE OF JOB APPLICANTS**

Under the data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. Edith Cavell Primary School complies with this right and provides 'privacy notices' which explains how we collect, store and use personal data about individuals applying for vacancies at our school. A Privacy Notice for Job Applicants, which contains full details, has been included within the application pack.

Thank you once again for your interest in this post. We hope you have found the details useful.

*Visits to the school are usually warmly welcomed, but in the current circumstances, potential candidates are welcome to have an initial discussion with the head teacher, prior to making an application if desired.*

*Edith Cavell Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.*

The post is subject to an enhanced DBS check.

Applications should be addressed to:

Miss Heather Cooke  
Edith Cavell Primary School  
Manton Lane

Bedford,  
MK41 7NH