



Newhall Primary Academy and Nursery | Roundhouse Way | Harlow | Essex | CM17 9SF  
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Headteacher: Mrs Debbie Gayler BA (Hons) QTS, NPQH  
Nursery Manager: Mrs Stef Montgomery BA (Hons) EYP

Monday 7<sup>th</sup> October 2019

## **Extended Schools Assistant with Learning Support and Midday duties during Term Time Vacancy**

Dear Applicant,

I am delighted that you have expressed interest in the post of Extended Schools Assistant with Learning Support and Midday duties at our academy.

### **Overview**

We are looking for an energetic and highly motivated practitioner to support in our Extended Schools provision throughout the year and support within classrooms and at lunchtime during term-time.

We are looking for someone who is up for a challenge and wants to get stuck in with all aspects of our academy life!

Post Title:	Extended Schools Assistant with Learning Support and Midday duties during term-time
Contract type:	Permanent
Location:	Newhall Primary Academy
Working hours:	7.30am – 1pm (27.5 hours/week) OR 12pm – 6pm (30 hours/week) 52 weeks per year with holiday entitlement
Start date:	4th November 2019 or ASAP thereafter
Salary:	Essex LGS Point 3 (£18,065) to Point 4 (£18,426) plus OFA £609 (pro rata)

### **About us**

Newhall is a brand-new, state of the art academy on the Newhall development in Harlow, with the capacity for 420 children. The Primary Academy will have 102 children on roll in September. It will grow year-on-year until it reaches full capacity (60 per year). The Nursery has capacity for 56 children and is open all year round from 7.30am until 6pm. It offers both funded and private day care places.

The Academy and Nursery opened in September 2018 with 15 permanent staff and we are now seeking additional staff to join us and be part of the unique opportunity to build and grow the setting from its infancy. There is no doubt about it, setting up the Academy and Nursery from scratch takes vision, dedication and hard-work, but being part of that exciting and rare journey is exciting and it will be very rewarding to see the Academy and Nursery take shape over the next few years. To see more information about Newhall, please visit our website.

The children at Newhall are enthusiastic, keen to learn and a joy to work with. We are also supported by a growing community, including very supportive and engaged parents and an active Governing Body.

### **About the role**

As an Extended Schools Assistant, you will support the Extended Schools Leader in supervising children attending either Breakfast or After School Club and Holiday Club; providing appropriate activities, encouraging cooperation, securing children's safety, monitoring well – being (including access to a quality breakfast and tea) and ensuring good behaviour.

During term-time, you will spend either the morning or afternoon supporting children in class with their learning. You will also support the children during lunch time as a Mid-day Assistant.

You will be line managed by the Extended Schools Leader and SENCo and work alongside the rest of our team to help create an exciting and vibrant Academy, where all children thrive.

### **What we're looking for:**

We are looking for an individual to join our friendly team who is ready to share their enthusiasm and who, above all, is passionate about education and the opportunities a good quality school experience can provide all children.

Our ideal candidate will be able to support in delivering inspirational learning experiences in a stimulating environment and be committed to excellence, inclusion and challenge. You will be part of a unique journey to help start up a state of the art school and nursery that will be based at the heart of the community for the future, as well as being part of the largest primary Multi-Academy Trust in the country.

The successful candidate will have:



- The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence.
- Excellent inter-personal experience as an effective good and outstanding practitioner.
- Excellent communication skills and a good sense of humour
- Good organisational skills
- Creativity which drives all aspects of extended school learning and care.

In return we can offer:

- A firm commitment to you and your professional development.
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors.
- A growing learning community.
- Encouragement to develop new ideas and the opportunity to make a real difference.
- Coaching and mentoring from the Academy's Senior Leadership Team.
- Fantastic trust-wide CPD opportunities
- Vast opportunities for career progression

### How to apply

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Debbie Gayler, Headteacher at [head@newhallacademy.org](mailto:head@newhallacademy.org) or telephone 01279 215480.

Completed applications should be sent via e-mail to [head@newhallacademy.org](mailto:head@newhallacademy.org) by Friday 18<sup>th</sup> October 2019.

Short-listed candidates will be invited for interviews on Friday 25<sup>th</sup> October 2019. Newhall Primary Academy and Nursery is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

In applying for this post you are required to submit:

- A completed REAch2 Academy Trust Application form which contains the Person Specification form; and
- A supporting letter of application; not to exceed two sides of A4

The person specification contains the criteria that the selection panel will use in the selection process. In addition, the panel will place considerable emphasis on your supporting letter, which should not exceed two sides of A4.

When completing the application please follow these guidelines:

- You may choose to provide your details by hand or use a computer, but please complete all sections in black ink.
- Please submit the application form (containing the Person Specification Form) with your supporting letter. Do not submit a CV instead of an application form.

- When e-mailing your application, please ensure it is marked 'Confidential'.

Newhall Primary Academy and Nursery has a rigorous Child Protection policy and is committed to the welfare of every child. Consequently, all short listed candidates will be asked for two references before interview and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required.

Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

If you would like any further information to assist you in your application, please do not hesitate to get in contact.

I look forward to receiving your application.

Yours faithfully,



**Mrs Debbie Gayler**  
**Headteacher**