

St Luke's Church of England Primary School



Laying the Foundations for Life

APPOINTMENT OF TEACHING ASSISTANT

Required for March / April 2025

Westbeams Road,
Sway,
Lymington,
Hampshire.
SO41 6AE
Tel: 01590 682431
Headteacher : Rachel Goplen



**St. Luke's Church of England
Primary School**



“Laying the Foundations for Life”

Sway
Near Lymington
Hampshire
SO41 6AE

Headteacher: Mrs R Goplen, M.A., B.Ed(Hons)

Telephone: (01590) 682431

E-mail: adminoffice@st-lukes.hants.sch.uk

Website: www.st-lukes.hants.sch.uk

Dear Colleague,

I would like to thank you for expressing an interest in the posts of Teaching Assistant at St Luke's CE Primary School. We are delighted to send you details of the post along with an application form

We are looking to appoint an enthusiastic and highly motivated Teaching Assistant, to join our existing team, working across the school. The successful candidate will need to be flexible, being able to work alongside class teachers in the classroom, in addition to being able to support children with interventions, one to one or in a small group across the school, as required.

Our new Teaching Assistant will be suitably qualified with a Level 3 NVQ or alternative appropriate qualifications. Pay Grade will be Grade C (FTE £24,405 - £25,430, pro rata, £12.65 - £13.18 per hour). The successful candidate will work 27.5 hours per week working Monday to Friday 8.30am – 12pm and from 1pm -3pm. The successful candidate will initially work in our EYFS class in the mornings and support children with interventions across the school in the afternoons.

This is an excellent opportunity for a teaching assistant with high expectations to join our happy, successful and 'outstanding' school team. Set in the heart of the New Forest, we offer extensive facilities and children who are delightful and eager to learn.

The school has a very good ethos and we pride ourselves on providing a caring and welcoming learning environment. The children are motivated and enthusiastic about learning and everyone is committed to the development of the whole child.

I hope that the accompanying information will excite and inspire you to apply for the post and wish you every success with your application. Do visit our school website at www.st-lukes.hants.sch.uk . Please do not hesitate to contact me should you wish to receive further information or make a visit to the school.

We look forward to receiving your completed application.

Yours sincerely,

Mrs Rachel Goplen
Headteacher

Information about St Luke's School



St Luke's C.E. Primary School is a popular and village Church of England School (Ofsted 2023 - Outstanding), catering for children from four to eleven years old, and is maintained by Hampshire Local Authority. The current number on roll is 187.

Sway is a thriving village community with shops, church, youth centre, village hall, pubs and hotels. The school is situated in the heart of the village.

Set in the heart of the New Forest, 8 miles from the town of Christchurch, Sway is situated within the boundaries of the New Forest National Park midway between Bournemouth and Southampton. Sway has its own railway station on the main line between Weymouth and London Waterloo and there is easy access to the M27.

The school was built in the 1980s to replace the old village school and is set in attractive playing fields. Since it was built, the school has been extended significantly so that accommodation now includes 7 classrooms, a large hall, a library, music room/ breakfast / after school club room and offices/ administrative areas including a welcoming reception area for visitors. In addition to the school office, HT Office, DHT office, the school has a large staffroom and separate PPA room. There is a dedicated Emotional Literacy Support Room and SEN room/ office. IT facilities are regularly updated and augmented. We have wireless facilities and make use of technology wherever possible to support learning.



The wonderful outdoor facilities are a particular feature of our school. With the aid of a variety of grants we have successfully developed:

- An adventure playground
- A toy shed built to house the play equipment issued by pupils at playtimes
- A sitting area with 'friendship stop'
- A bicycle barn
- A quiet area based on our school's Christian values
- A Celtic Roundhouse



School organisation

The admission number for entry into the Reception year is 30. We admit up to 32 in Key Stage 2. Pupils are currently taught in seven classes from Year R to Year 6 with our Year R and 1 children making use of resources in a shared Year R/1 base. The school is popular and many children join us from out of our catchment area.

Staffing

We have an incredibly motivated and committed team of staff who all work collaboratively to ensure that all children achieve as well as they can. There is a real team spirit and staff at all levels are supportive of each other, whilst also positively challenging each other.

We currently have 7 FTE teachers plus the Headteacher, Deputy Headteacher and SENCO. In addition to teaching staff, we currently have 5 teaching assistants who work 5 mornings across the school and afternoons. Additional support in the afternoons is provided for pupils according to need. We also have 3 office staff and a caretaking and cleaning team who all ensure the smooth running of the school.

Our Governing Body

The school has a very supportive and involved team of governors. Our Governing Body, consists of 9 governors including 2 staff governors, 2 parent governors, 2 foundation governors, 2 co-opted governors and 1 Local Authority Governor. The main work of the Governing Body is carried out by 2 committees – the Education and Behaviour Committee and the Resources Committee. There is also a small Performance Management Committee which focuses on reviewing the performance of the school.

Ethos

At St. Luke's, we aim to ensure that all children are happy and confident; achieving their potential through focused, high-quality teaching & high expectations. The vision statement for the school is 'Laying the Foundations for Life'. Learning is key in all that we do. We believe that we are part of a learning community of schools across the world and consequently we teach a broad and balanced curriculum which aims to promote an 'international mindedness' in children. Alongside promoting fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance, our unique curriculum has a strong element of internationalism built into learning.



Aims of our school

- To value and appreciate one another irrespective of age, gender, creed or race, and to acknowledge that everyone has a part to play within our school community.
- To try our best at everything we do.
- To develop the ability to work independently, co-operatively and with self-discipline.
- To listen with respect to one another and be conscious never to damage another's self-esteem.
- To foster a caring attitude for the school environment, including the building, inside and outside areas, equipment and personal effects.
- To prepare pupils for the responsibilities, opportunities and experiences of adult life.

All those who work in or visit our school are expected to act in keeping with these aims and our school ethos.

There are a variety of opportunities for pupils to take on responsibility. For example, each class has two representatives on the School Council and there is a 'Playground Friends' scheme. Toy leaders run our playtime toy shed. We have Office monitors and our Junior Road Safety Officers also promote safe travel to school. Pupils are also encouraged to support fundraising for local, national and global charities.



Pupils are divided into vertical 'house' teams for events such as sports day. House points are awarded to pupils for good effort, work, or behaviour, which contribute towards both certificates for the individual pupil and a team competition.

Learning and our Curriculum



As a school, we have worked hard to develop our curriculum. We follow the National Curriculum, placing an emphasis on the development of basic skills and when planning, we also incorporate a strong international dimension to learning, encouraging children to engage in social action and to be courageous advocates

for change, locally, and globally. As a **Gold Global Neighbour School**, key to our curriculum is the promotion of 'international mindedness'. Whether this involves, children making films about climate change or organising activities to raise funds for orang-utans in Borneo, children are encouraged to think about how they can make a difference. We want children to think and understand how they can contribute to an increasingly global world.



In order to promote an **international mindedness** at St Luke's, each class also chooses an adopted country. Wherever possible, children learn about this country and use it as part of a comparative study. This year, adopted class countries are:



- Year R/1 – Great Britain
- Year 2 – Rwanda
- Year 3 – Indonesia
- Year 4 – Japan
- Year 5 – Brazil
- Year 6 – Australia



In addition to encouraging our children to become good global neighbours, we also focus on developing competitive **sport**,

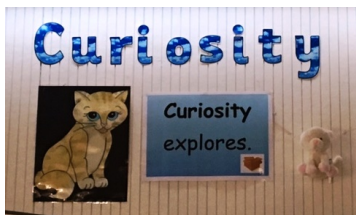
organising tournaments with local schools and entering competitions.

We promote children's **mental health** through the use of HeartSmart and **key learning behaviours are promoted** through use of our Learning Heroes.



As a HeartSmart School, we make use of HeartSmart to build character, emotional health and resilience in children, equipping children with foundational principles and skills that will improve their mental health and relationships and academic

achievement. At St Luke's, we want everyone to know that they are loved, cared for and valued. We recognise the value of educating the heart alongside educating the mind. We constantly refer to our Heartsmart High Five principles.



We constantly refer to our Learning Heroes. We believe that if children are to succeed in their learning and in life, they need to adopt key learning behaviours and traits. Our Learning Heroes remind us about the different characteristics we need to adopt to be a great learner. In every classroom, there is an owl, tortoise, bee, chameleon, unicorn, cat and spider. They remind children to think about key learning characteristics – different ways to solve a problem like Wise Owl, the importance of being resilient, like the tortoise, the need to work hard, independently and collaboratively like Team Bee, the need to be adaptable like the chameleon and to make connections and links like the spider, the need to be creative like the unicorn and the need to be curious like the cat.

Staff plan in single year groups and each year group's themes have an international dimension, covering the full range of National Curriculum subjects. Wherever possible, we make links between subjects; teaching is always planned to be enjoyable and meaningful. Entry Days, trips and visits are all used to enhance the learning. We make use of regular assessment to plan next steps in learning for children and also ensure that planning is well matched to the needs of different learners.

Learning themes are reviewed and updated regularly. We believe that it is important to help children to learn – academically, socially, spiritually, emotionally, and physically. In all that we do, we aim to meet the needs of our children and also ensure a broad and balanced curriculum.

Reading and Writing

We place a strong emphasis on reading and writing and want all children to develop a love of reading. Therefore we ensure all children have access to a wide range of books, introducing them to the latest titles and releases.



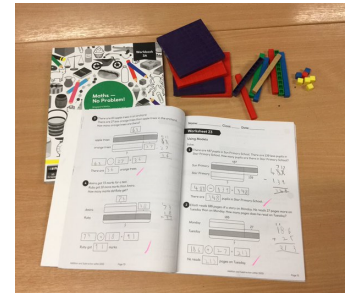
As a Little Wandle Champion School, one of 18 schools nationally who have been accredited by Little Wandle, we provide all staff with regular training and coaching in the use of Little Wandle throughout the school. If not already trained, we will support our new teaching assistants with high quality training in the delivery of Little Wandle phonics. We use Little Wandle to teach phonics and in Year R and KS1 and provide catch up phonics in KS2. When teaching spelling, we use a look, say, cover, write and check method and promote high standards in handwriting by using handwriting books with 'nads'. Building on the work of Isabel Beck – Bringing Words to Life, as a whole school we are currently focusing on teaching children new vocabulary- Tier 2 words, so that they develop their knowledge of a number of unfamiliar words. We teach writing by encouraging children to learn how to write their own texts by looking at key features in modelled texts. Opportunities to tell stories and orally rehearsing texts before they write along with the use of story maps are provided.



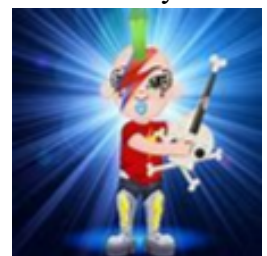
Maths Mastery / Maths No Problem



We are also a Maths No Problem Accredited School and use a Maths Mastery Approach and the Maths No Problem scheme. Children are encouraged to develop fluency, reasoning and problem solving skills through a concrete



pictorial approach. In lessons, children use Maths No Problem textbooks and workbooks. They also use concrete resources to ensure a depth of understanding. We make use of the NRICH Mathematics website resources to develop problem solving skills. As a school, we also place emphasis on children developing a strong grasp of basic number skills and their times tables. Our teaching assistants play a key role in providing any keep up in Maths, supporting children one to one or in small groups to secure their understanding of key number skills. We use a range of software to support this. IXL, Times Tables Rockstars and Hit the Button.



Extra Curricular Activities

There are a variety of extra-curricular opportunities provided by staff, parents, the church and private clubs:

- Guitar and Violin
- Piano lessons
- Musical Theatre
- Netball, Football, Gymnastics, Athletics, Cycling, Rounders, and Tag Rugby
- St Luke's Church lead Messy Church and Open the Book Visits to school
- Gardening club
- Coding Club
- Golden Time Activities
- The school has its own polytunnel and allotment area where pupils grow vegetables
- We have a woodland area
- Y6 organise an annual musical production
- All children have the opportunity to complete their Cycling Proficiency through the Bikeability Scheme.



Community links

A group of friends and parents regularly help in school with activities such as reading and gardening.

The school has a thriving fundraising group of parents and friends of the school. Funds raised through a variety of events have, for example, gone towards a new minibus, new Ipads, playground development and our library and music room.

The school has good links with the local church. The Church is used for the annual Harvest, Christmas, Easter and Leavers' Services.

The school maintains close links with the pre-school in the village to ensure that the transition to the Foundation Stage is as smooth as possible. The school is part of the pyramid group centred on Priestlands School at Lymington. Pupils currently proceed on to Priestlands School or to Highcliffe School in Highcliffe.

School Improvement / Areas for development

The school has been categorised as 'Outstanding' by Ofsted and is committed to maintaining its high quality provision. Every year, the whole school team focuses on developing key areas. Current whole school priorities are:

- 1. Continue to address the specific challenges and whole school priorities that are still present following the pandemic.**
 - a) Ensure that pupils attend well.

- 2. To continue to ensure that children learn exceptionally well across the curriculum**
 - a) Continue to adapt practice and ensure all pupils are supported to meet ARE
 - b) In light of falling birth rates, carefully consider the most effective use of all resources including staff deployment.
 - c) Explore the use of Artificial Intelligence (AI) and how this can be used to support staff and pupils.
 - d) Prioritise CPD for all staff and leaders, to maximise the positive impact on provision, curriculum and outcomes.

- 3. Further develop the distinctive character of St Luke's as a Church of England School.**
 - a) Ensure that the school's distinctive Christian vision is established and promoted by leadership at all levels and that all stakeholders are aware of the distinctive character and ethos of St Luke's School as an Anglican school.

- 4. Continue to maintain high standards of attainment in reading, writing and maths.**
 - a) Raise standards and rates of progress in reading and writing.
 - b) Raise standards and rates of progress in maths.
 - c) Continue to focus on improving Pupil Premium and SEND children's attainment and rates of progress.

- 5. To continue to ensure high standards of behaviour at all times.**
 - a) Improve processes at lunchtimes to make them even more positive and better than they are.

6. Encourage our children to stay safe and healthy; continue to maintain a healthy lifestyle through the taught curriculum and extra curricular activities.

- a) Promote the importance of healthy eating, exercise and staying safe.
- b) Review roles and responsibilities of pupils and how we can make more use of local resources to provide even an even wider range of extracurricular activities.

Application Procedure

Candidates should complete the application form and return it so that it is received no later than 12.00 (noon) on **Wednesday 12th February** by email to adminoffice@st-lukes.hants.sch.uk or by post to

St Luke's Primary School
Westbeams Road,
Sway
Hampshire.
SO41 6AE

An incomplete application form or form containing gaps may be returned for completion before it can be considered. You should provide a full statement in support of your application but do not restate factual details already given elsewhere. When you complete the enclosed application form, please let us know about

- Your personal beliefs about teaching and learning, and the philosophy which underpins your work.
- Examples of activities promoting good learning that you have been involved in.
- The particular strengths you have to offer our school, and how you anticipate being able to use these to further develop the whole learning community.
- Personal interests and skills which enrich your life and work.

If you have not heard from the school by **Wednesday 26th February** , please assume that on this occasion your application has been unsuccessful.

Interviews will take place on **Friday 28th February**. Further details will be sent out to those candidates called for interview.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring form.

Postage

Insufficient postage occasionally leads to application forms being received after the closing date for applications has passed. To avoid this, please ensure that you attach sufficient postage to your application if you are posting this. Emailed applications are preferable, but **please do not send both** paper and electronic applications.

Safer Recruitment

St Luke's CE Primary School and Hampshire County Council are committed to safeguarding and promoting the welfare of the children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this

commitment. All successful applicants will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Data Protection Act 1998

You should be aware that the information you have provided will be stored securely and will only be used to process your application. It will not be passed to any other organisation.