



Chelwood Nursery School

Chelwood Walk,
St Norbert Road,
Brockley, London
SE4 2QQ

Telephone: 020 7639 2514

E-mail: admin@chelwood.lewisham.sch.uk

1 November 2022

Dear applicant

Re: Application for Early Years Foundation Stage Assistant (SEND Support)

Chelwood is seeking to recruit three motivated EYFS Assistants who are committed to working within a team to provide an inclusive and stimulating environment in which all nursery children can play and learn. We have one part-time and two full-time places available from January 2023.

The successful applicants will each join a class team of Early Years educators, led by a qualified class teacher (QTS).

This post requires good communication skills, an ability to develop positive relationships and work as part of a class team to meet the requirements of the child's Education and Health Care Plan (EHCP).

Successful applicants would need to be able to put the needs of the children first, be well organised, enjoy a busy and varied working week, and have good interpersonal skills.

You will need to be a team player, be flexible and adaptable, committed to working closely with young children and their families in a welcoming and inclusive environment.

Previous experience of, or training in supporting children with Special Educational Needs or children with Autistic Spectrum Disorder/Condition would be an advantage.

Hours will be organised around the needs of the individual children with SEND and the specific requirements of their EHCP, some of whom will be building up from part time attendance to full time. We fully anticipate they will need support at different times of the day as the school year progresses and so working hours will need to change to facilitate this. Therefore applicants would need to be flexible in their availability to work between the hours of 9:00am and 3:30pm.

Our school and local community is culturally diverse and we aim to ensure the school reflects and celebrates this diversity to ensure a welcoming, and inclusive environment within which children and families can flourish.

We have strong community links and work closely with organisations within our locality.

I hope our recruitment information, downloadable from the school website www.chelwood.lewisham.sch.uk will give you a good insight into our school.

If you feel inspired by the prospect of joining our school team we would strongly encourage you to visit us and look forward to receiving your application.

It's important to us that you understand and buy-in to our ethos relating to 'encouraging positive behaviours in school', and we suggest you to read, digest and ask questions in relating to our [Behaviour Management Policy](#) which can be found on our website.

I hope this pack will give you a good insight into our school. You may wish to visit the school's website at www.chelwood.lewisham.sch.uk to see what an exciting place Chelwood is to play learn and work.

If you feel inspired by the prospect of joining our school team we look forward to receiving your application.

In addition to this letter, your application pack should contain :

- a copy of the advert
- a job description and person specification
- a Lewisham support staff application form

- information about Lewisham as a Local Authority to work in:
<http://www.lewisham.gov.uk/mayorandcouncil/counciljobs/in-schools/Pages/Schools-and-teaching.aspx>
- Lewisham Council's Equal Opportunities Policy Statement:
<http://www.lewisham.gov.uk/mayorandcouncil/aboutthecouncil/equality-and-diversity/Pages/Comprehensive-Equality-Scheme.aspx>
- Council policy on the recruitment of ex-offenders is published here:
<http://www.lewisham.gov.uk/mayorandcouncil/counciljobs/applying/Pages/Recruiting-ex-offenders.aspx>
- School child protection procedures are on the school website here:
<http://www.chelwood.lewisham.sch.uk/wp-content/uploads/2017/12/Child-Protection-and-Safeguarding-policy.pdf>
- Chelwood's most recent Ofsted report is available here:
<https://www.chelwood.lewisham.sch.uk/about-our-school/ofsted/>
- Guidance on applying for jobs with Lewisham Council including schools:
<http://www.lewisham.gov.uk/mayorandcouncil/counciljobs/applying/Pages/How-to-apply.aspx>

When applying for this post please read the application advice provided on the Lewisham Council website (weblink above).

Please note:

- CVs not accepted
- Applicants must complete the Lewisham application form when applying for this post.
- Late or incomplete application forms will not be considered.
- Please ensure you address all the aspects of the person specification giving examples of how you meet the criteria.

The advert contains all the key recruitment dates for this post, including the closing date, shortlisting arrangements and date planned for interviews.

Completed application forms **must be returned to the school by Tuesday 29 November at 12:00.**

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We operate stringent Safer Recruitment procedures in our Recruitment and Selection of staff and volunteers.

The successful candidate will be subject to an enhanced DBS check.

When applying for this post please read the advice provided on the Lewisham Council website:
<http://www.lewisham.gov.uk/mayorandcouncil/counciljobs/applying/Pages/How-to-apply.aspx>

Recruitment Key Dates:

Closing date: Tuesday 29 November at 12:00

Shortlisting: Wednesday 30 November

Invitations to interview sent: Thursday 1 December 2022

Interviews: week beginning 5 December 2022

Yours Sincerely



Angelika Alleman

Headteacher

Chelwood Nursery School

Headteacher@chelwood.lewisham.sch.uk