



Chelwood Nursery School

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

Telephone: 020 7639 2514

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

Headteacher: Nikki Oldhams B.Ed (Hons) M.A. NPQH

19 January 2023

Dear Applicant

Application for temporary Early Years Foundation Stage Teaching Assistant / SEND support

Chelwood is seeking to recruit a motivated EYFS Teaching Assistants who is committed to working within a team to provide an inclusive and stimulating environment in which all nursery children can play and learn.

Post

This will be a fixed term contract for 35 hours per week (8:30 – 16:00 term time only) initially until July 2023, but with the potential to extend depending on children's needs.

The successful applicant will 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.

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.

In addition to this letter, the recruitment information available is:

- 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:
- <https://lewisham.gov.uk/mayorandcouncil/aboutthecouncil/equality-and-diversity/equality-and-diversity-in-lewisham>
- Council policy on the recruitment of ex-offenders is published here:
- <https://lewisham.gov.uk/mayorandcouncil/counciljobs/applying/our-policies-for-recruiting-ex-offenders-and-disclosure-of-criminal-records>
- School child protection procedures

Chelwood's most recent Ofsted report is available here:

<https://reports.ofsted.gov.uk/provider/20/100668>

When applying for this post please read the application advice provided on the Lewisham Council website

<https://lewisham.gov.uk/mayorandcouncil/counciljobs/applying/how-to-apply-for-a-job-with-us>

Please note:

- CVs are 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 the deadline.
- You must have the right to work in the UK to apply for this position.

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 Wednesday 8 February 2023 at 12:00pm.**

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.asp>

Recruitment Key Dates:

Closing date: Wednesday 8 February at 12:00pm
Shortlisting: Thursday 9 February
Invitations to interview sent: Friday 10 February
Interviews: 20 and 21 February

Yours Sincerely



Angelika Alleman
Headteacher
Chelwood Nursery School
Headteacher@chelwood.lewisham.sch.uk