



The Collegiate Trust
EXCEPTIONAL EDUCATION FOR ALL

Teaching Assistant/ Lunchtime Supervisor

Information for Applicants

Academy	Gossops Green Primary, Crawley
Required	April 2019
Salary	Pt 11-13 Teaching Assistant Pt 8 - 10 Lunchtime Supervisor
Closing Date	25.03.2019 at 9.00am
Interviews	01.04.2019



Welcome



Dear Candidate

Thank you for your interest in working as a Teaching Assistant/Lunchtime Supervisor at *Gossops Green Primary School*. High quality and well supported staff are crucial for the success of our children and, as a large primary school, we are able to offer a comprehensive professional development package to ensure that they are provided with the best possible teaching and support.

Opened almost 60 years ago, *Gossops Green Primary School* is an established and important part of our local community and is at an exciting time in its development. We are part way through our expansion to 3 forms of entry which will mean the school will grow to 630 children over the coming years. We joined *The Collegiate Trust* and converted to academy status on 1st November 2016 and are already benefitting from the support which that brings. We have just completed the third and final phase of a capital programme which has expanded the school and improved many of our facilities. Colleagues joining the school will be coming to a vibrant and ambitious learning community which works in a highly collaborative manner.

Within this pack, you will find a job description and person specification and details of how to apply. As part of your application, please include a statement of no more than two sides of A4, outlining how you meet the person specification and providing information and evidence of the qualities and experience you would bring to this post.

The closing date for applications is at 9.00am Monday 25th March 2019 and shortlisting will take place later that day. Interviews will be held on Monday 1st April 2019. The school is committed to following policies and procedures for child protection and the security of our site in order to safeguard and promote the welfare of our children; the interview will include questions about safeguarding children and the appointment will be subject to successful DBS clearance.

Alongside the information contained here, please do also visit our website at www.gossopsgreen.com to find out more about our school. Having done so I hope you will feel inspired to want to join us.

Yours sincerely

Mrs P Farrelly
Principal

Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon, teaching children and young people from 3-19 years old and with a clear vision to deliver **exceptional education for all**. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1st March 2018. We also have approval to develop a primary free school in Croydon / Sutton, and we shall also welcome *The Quest Academy*, *Courtwood Primary* and *Gilbert Scott Primary* into the Trust over the coming months.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Finance Manager & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Key Information

Our school is located in *Gossops Green*, a neighbourhood in the north-west of Crawley in West Sussex, although children travel to learn at our school from across Crawley and beyond. We have amazing pupils and a talented team of staff and governors, who all work together to make learning fun and purposeful.

We are a large, 3-form entry school. We are therefore a very vibrant and busy community which our pupils value and in which they can thrive.

We are lucky to have lots of fantastic facilities for our children, including; a large field and play areas with a wide range of equipment, e.g. climbing frames, a 'Peace Area' for those who want to chat quietly, large playgrounds, a wildlife area and pond, a wonderful library, jam-packed with books for everyone to enjoy and two halls.



You can find out more information about our school, and our Trust at the following websites:

www.gossopsgreen.com

www.tct-academies.org

Our Values

AIMS

R respect

E njoy

A chieve

L earn

SCHOOL CHARTER

Always be safe and sensible

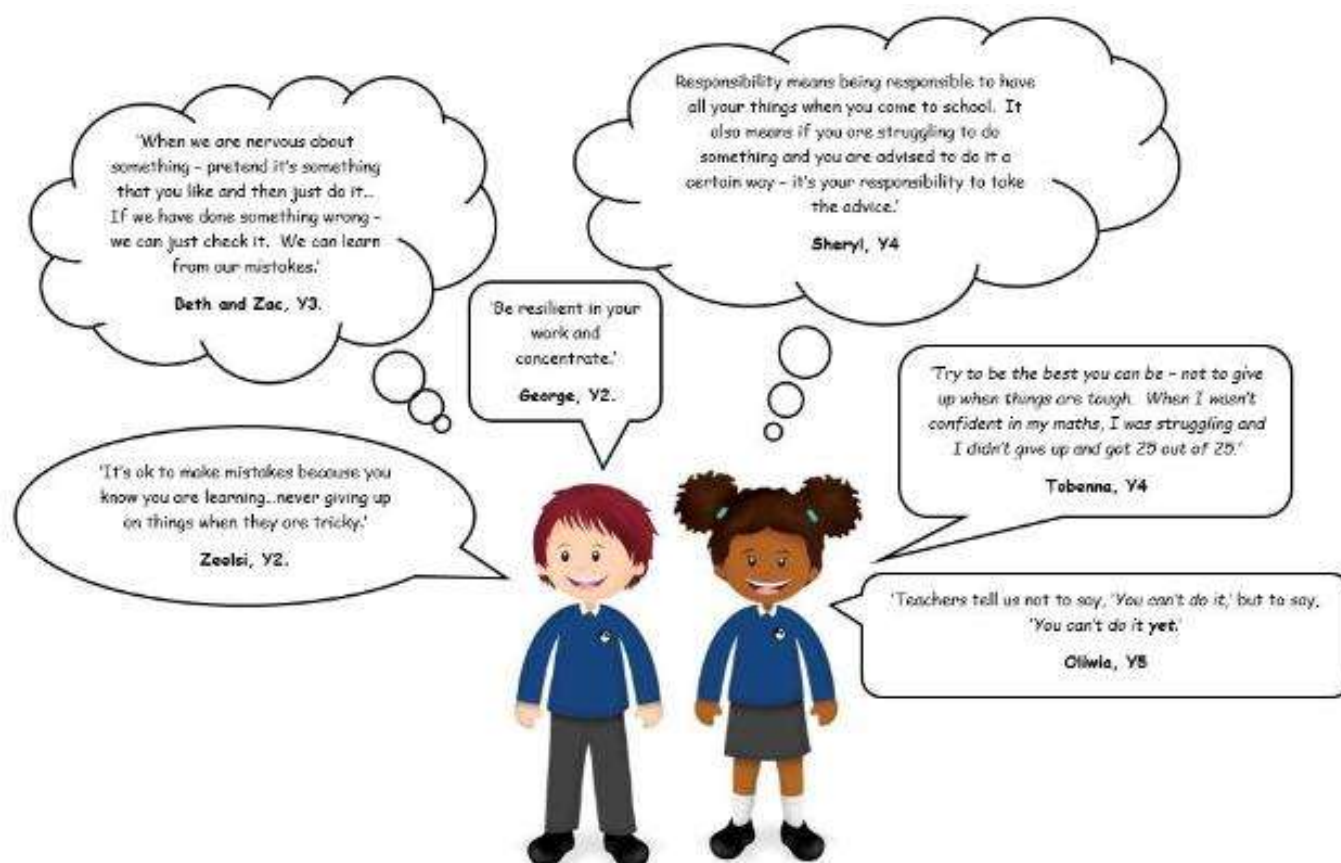
Be kind to others

Care for our school

Do our best

Keep it REAL!

Our Approach



Teaching Assistant/Lunchtime Supervisor

Salary: (paid term time only plus holiday i.e. for 44 weeks of the year)

Teaching Assistant: Support Staff Scale Point 11 - £10,861 pa

Lunchtime Supervisor: Support Staff Scale Point 8 - £1,748 pa

The successful candidate will:

- be enthusiastic, caring and well-motivated,
- demonstrate versatility, tact, commitment and the ability to use initiative,
- be patient and able to stay calm,
- be suitably qualified for the post of teaching assistant i.e. have good basic mathematical skills and be able to communicate effectively both orally and in writing in a variety of settings,
- be able to work as part of a team, and
- have the ability to maintain confidentiality.

Hours of work: 8.30am to 3.15pm as a Teaching Assistant, plus one hour per day as a lunchtime supervisor and 30-minute lunch break.

A disclosure and barring check will be carried out in line with the school's policy towards safeguarding and promoting the welfare of children. We welcome applications regardless of age, gender, ethnicity or religion.

Closing date: Monday 25th March 2019 at 9.00am

Interviews: Monday 1st April 2019

Start date: April 2019 (if possible)

The application form is available here: <https://www.tct-academies.org/vacancies>

Job Description

Post:	Teaching Assistant
Responsible to:	The Principal/SENDCO
Role:	To support class teachers in the management of the classroom and the delivery of the curriculum, including to children with SEND, maintaining pupil confidentiality.

First Area of Accountability: To support the ethos of the school as set out in the School Charter

- i) To ensure the well-being of the children in your care and nurture their self esteem
- ii) To promote positive attitudes
- iii) To assist in maintaining an attractive learning environment
- iv) To be prepared to attend appropriate in-service training.

Second Area of Accountability: To secure high standards of teaching for learning

- i) To follow the guidance of class teachers and/or the SENDCO when involved in curriculum activities, seeking additional clarification, when necessary, in order to raise standards.
- ii) To support class teachers with classroom management issues e.g. setting up activities, clearing away materials, mounting and displaying children's work.
- iii) Under the direction of a class teacher, to lead small groups of children in their learning.
- iv) To organise and support the children/SEND child in areas of the school other than the classroom when necessary
- v) To assist class teachers with monitoring and recording pupil progress using existing classroom methods.
- vi) Any other reasonable request of the Headteacher or SENDCO.

Job Description

Post : Lunchtime Supervisor

Responsible to: The teacher on duty. SLT needs to be consulted over any major decisions.

Role : **To ensure that children in your care are happy, safe and well behaved**

First Area of Accountability : To support the ethos of the school as set out in 'Our Aims'

- i) To ensure the well-being of the children in your care and nurture their self esteem
- ii) To promote positive attitudes
- iii) To assist in maintaining an attractive learning environment
- iv) To assist in setting up the dining hall for lunchtimes
- v) To be prepared to attend appropriate in-service training.

Second Area of Accountability : To secure high standards of behaviour

- i) To follow the guidance set out in the Behaviour Improvement Policy
- ii) To organise and support the children in playing constructively together, interacting positively with the pupils
- iii) To support the play managers and play leaders in their roles
- iv) To encourage the children to have good table manners and to behave appropriately in the dining hall.
- v) To use the School Charter to provide counselling to prevent a recurrence.
- vi) To act as an excellent role model.

Third Area of Accountability : To look after playground equipment and ensure it is kept in good order.

- i) Check the notice board at the start of your session.
- ii) Encourage children to play safely and imaginatively with equipment and to tidy it away carefully at the end of the session.
- iii) Withdraw any equipment found to be unsafe.
- iv) Any other reasonable request of the Headteacher/senior staff on duty.

Person Specification

Teaching Assistant/Lunchtime Supervisor

	ESSENTIAL	DESIRABLE
1. Qualifications and Experience (Career Development)	<ul style="list-style-type: none"> • Experience of working with children • DBS clearance (can be post-appointment) • A good standard of English and maths 	<ul style="list-style-type: none"> • First aid certificate • Qualification in a relevant area. • HLTA qualification • At least GCSE 'C' grade or equivalent in English and maths
2. Teaching, curriculum and assessment.	<ul style="list-style-type: none"> • Ability to support a broad, rich and inclusive primary curriculum which celebrates individuality 	<ul style="list-style-type: none"> • Can demonstrate an understanding of how children learn • Fluency in a second language
3. Key personal qualities and characteristics.	<ul style="list-style-type: none"> • Patience and the ability to stay calm under pressure or in frustrating situations • Lead by example to encourage adults and children to 'be better than they thought they could be' • Ability to communicate effectively both orally and in writing in a variety of settings • Self-management skills i.e. the ability to prioritise and delegate, good time management, the ability to work well under pressure, motivation, enthusiasm and commitment, stamina and energy • Ability to work as part of a team • Ability to work independently, when appropriate 	<ul style="list-style-type: none"> • Interest in the creative arts and music • Interest in sport and outdoor activities

***The Collegiate Trust* is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical and attendance checks.**

How to find us

By Car

Please see the Map. Parking is available on and off site on the roads surrounding the school. Please do not obstruct the residents' garages.

By Train

The nearest station is Ifield Station (see map).

By Bus

Bus routes: 1 and 20, disembarking at Gossops Green Parade (shops).



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