



The Collegiate Trust
Exceptional Education for All

TEACHING ASSISTANT

Information for Applicants

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| Academy | Courtwood Primary School, Croydon |
| Required | September 2019 |
| Salary | TCT S9 Maternity Cover Teaching Assistant & Lunchtime Supervisor |
| Closing Date | Friday 15 th March 2019 at 12 noon |
| Interviews | Week Commencing Monday 18 th March 2019 |





Dear Applicant

Thank you for your interest in the post of Maternity Cover Teaching Assistant & Lunchtime Supervisor. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of joining our excellent team. High quality and well-supported staff are crucial for the success of our children and 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 50 years ago, *Courtwood Primary School* is an established and important part of our local community and is at an exciting time in its development. The school has an excellent reputation in the borough for inclusion and provides specialist teaching for children with Autistic Spectrum Disorder in our Enhanced Learning Provision (The Treehouse). We also have an amazing woodland that enables us to deliver Forest School learning to our pupils.

The Collegiate Trust has a clear vision to deliver *exceptional education for all*. Courtwood pupils are well motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. Our facilities enable us to provide the very best learning environment and learning experiences for our pupils and it is the combination of these factors that leads to the improving standards at our school and the enviable reputation that *The Collegiate Trust* has built. I am very proud of what we do and what we have achieved at *Courtwood* and I hold the highest aspirations for what we will do and achieve in the future.

Whether you are at the very beginning of your career or are looking to develop your experience, a school within *The Collegiate Trust* is a great place for professional growth. NQTs benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development. Our aim in all appointments is to appoint colleagues who will share our aspirations and make a major contribution to building the best life chances for our pupils.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and the Collegiate may be right for you. To submit an application, please complete the form on the Trust website, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification.

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

Yours sincerely,

Mrs N Grant
Headteacher

Key Information

Our school is located in Forestdale, South Croydon, within close proximity to Central Croydon and good transport links. We are a one-form entry school, with an ASD ELP for 14 children. We also have a woodland on site, for dedicated Forest School sessions.

We have amazing pupils and a talented team of staff and governors, who all work together to make learning fun and purposeful.

We are lucky to have many fantastic facilities for our children, including a purpose-built Nurture room; Enhanced Learning Provision including a sensory room; a large field; Forest School Woodland, an Outdoor Classroom; pond and a specialist PE coach to deliver one PE lesson per class, per week.

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

www.courtwood.croydon.sch.uk

www.tct-academies.org



Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon areas 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; this will bring us to almost 3000 pupils and over 300 staff. 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.

Our Values

Learning Behaviours

We encourage our children to be active members of the school community and always give 100% to what they do. Our learning behaviours to be successful are:

Resilience
Independence
Perseverance
Practise
Listening
Effort

At Courtwood each pupil has a right to the following:

- A right to learn
- A right to be safe
- A right to be treated fairly
- A right to be happy
- A right to be listened to

Each class will spend time discussing with their class teacher, the responsibilities that they have alongside these rights.

Job Description

- Post: Maternity Cover SEND Teaching Assistant
- Responsible to: The Headteacher & Class Teacher
- Role: **To support class teachers in the management of the classroom and the delivery of the curriculum, including children with SEND, maintaining pupil confidentiality.**

First Area of Accountability: To support the ethos of the school

- 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 SENCO 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 Class Teacher.

Job Description

Post: Maternity Cover 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 Policy
- ii) To organise and support the children in playing constructively together, interacting positively with the pupils
- iii) To support 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 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) | <p>Experience of working with children</p> <p>DBS clearance (can be post appointment)</p> <p>A good standard of English and maths</p> | <p>NVQ level 2 or equivalent qualifications</p> <p>First aid certificate</p> <p>Qualification in a relevant area.</p> <p>HLTA qualification</p> <p>At least GCSE 'C' grade or equivalent in English and maths</p> |
| 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 the best that they can 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.

Vacancies

MATERNITY COVER SEND TEACHING ASSISTANT

1 x mainstream approx. 28 hours per week Mon - Fri

Salary: 19,755.00 (pro-rata S9 (paid term time only plus holiday i.e. for 45 weeks of the year))

Key requirements for this post:

- NVQ level 2 or equivalent qualifications or experience.
 - Good maths, literacy and ICT skills.
- Good understanding of how to support the learning of pupils.
- Good understanding of how to support the emotional and social needs of SEN pupils.
 - Understanding of relevant policies/code of practice.

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.

Courtwood is committed to safeguarding and promoting the welfare of our children. This post will be subject to a satisfactory Enhanced DBS check and references.

Closing date: 12 noon on Friday 15th March 2019. Interview date: Week Commencing 18th March 2019

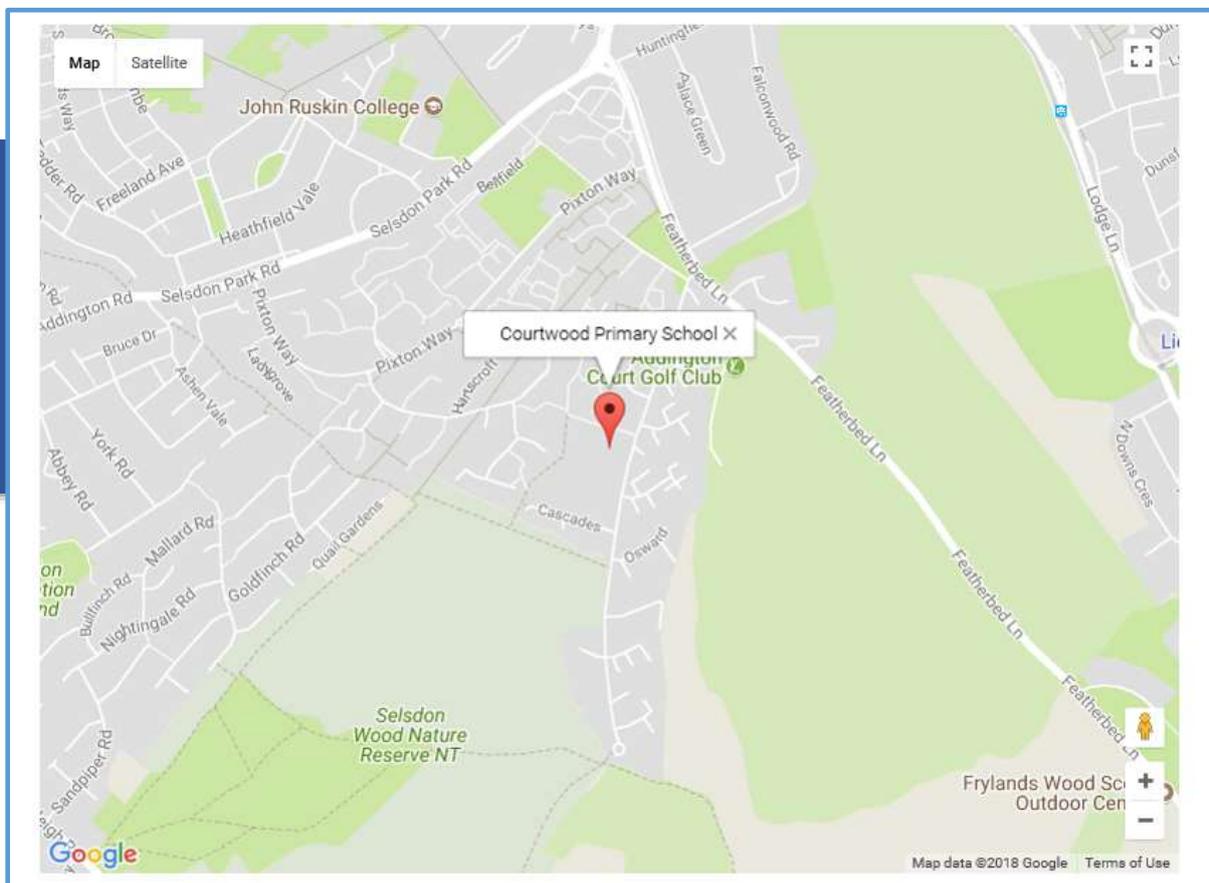
Tenable: April 2019.

How to find us

By Car: Junction 6 from the M25. The A22 is also close by.

By Train: The nearest station is **East Croydon Station** from where you can get a tram/bus.

By Bus: Route 433 with good connections to the local tram service.



Route 433 with good connections to the local tram service.

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