



The Collegiate Trust  
EXCEPTIONAL EDUCATION FOR ALL

**SEND FIXED TERM TEACHING ASSISTANT & LUNCHTIME SUPERVISOR**

## Information for Applicants

**Academy** Courtwood Primary, Croydon

**Required** September 2022

**Salary** TCT S9, £21,067 to TCT S12, £21,238 (*pro-rata*) 23 hours weekly term time only

**Closing Date** Tuesday 12<sup>th</sup> July 2022 at 9am

**Interviews** Thursday 14<sup>th</sup> July 2022



# Welcome

Nurturing Knowledge  
Learning for Life



Dear Applicant

Thank you for your interest in the post of SEND Fixed Term Teaching Assistant and 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 over 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. 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 <https://tct-academies.org/vacancies/> attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification. If you have any further questions about this post, I would be pleased to speak with you; please feel free to telephone me on 0208 657 8454.

Yours sincerely,

**Mrs N Grant**  
**Principal**

## 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.

<b>Teachers</b>	<b>13</b>
<b>Education Support</b>	<b>31</b>
<b>Administration</b>	<b>3</b>
<b>Premises</b>	<b>4</b>

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

<b>ELP KS1/KS2</b>	<b>12</b>
<b>Reception</b>	<b>30</b>
<b>Year 1</b>	<b>30</b>
<b>Year 2</b>	<b>30</b>
<b>Year 3</b>	<b>27</b>
<b>Year 4</b>	<b>30</b>
<b>Year 5</b>	<b>30</b>
<b>Year 6</b>	<b>29</b>
<b>Total</b>	<b>218</b>

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.

<b>Principal</b>	Natasha Grant
<b>Deputy Headteacher</b>	Joanne Stawman

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

[www.courtwood.org.uk](http://www.courtwood.org.uk)

[www.tct-academies.org](http://www.tct-academies.org)



## Information about *The Collegiate Trust (TCT)*

TCT 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 1<sup>st</sup> March 2018. *The Quest Academy* joined the Trust on 1<sup>st</sup> June 2018 and *Courtwood Primary* and *Gilbert Scott Primary* joined the Trust on 1<sup>st</sup> September 2018. *Kenley Primary School* joined most recently in September 2021.

TCT educates over 4200 children and young people from nursery up to 18 years of age. The responsibility that places on us is huge, but we are excited by the positive impact we already have on the lives of so many. We also employ almost 700 staff, and recognise our responsibilities as an employer in looking after the great people who work with us. Our work in developing pedagogy is built on the very best classroom practice and we are driven by our determination to make a difference to our pupils and students; we want each of them to get a great education as a result of attending one of our academies.

Each academy within the Trust is supported centrally by our team of *Directors of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Chief Finance Officer & HR Manager* on business management and HR issues, the *Governance Manager*, and the *CEO* on wider leadership issues; the Director of IT leads the strategic development of this work across the Trust, with support on data and tracking also coming from the *Management Information & Data Team*. 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.

## Teaching at Courtwood Primary School

We use a variety of teaching methods including both mixed and matched ability groups. Assessment for learning is essential to our approach to understanding our pupils' needs and have the best impact on their learning.

We remove barriers to *growth mindset* so that children:

- recognise that intelligence can continually be improved through effort
- thrive on challenge
- throw themselves into difficult tasks
- are self-confident
- ignore the sometimes lower aspirations of those in the world around them
- react to failure by trying harder
- engage in self-monitoring
- have learning goals
- like feedback on their performance so they can improve
- are not driven by rewards but by the intrinsic worth of the learning task
- value process over product (it is the learning that matters)

## Schedule for Appointment

**Advert**      **Tuesday 28<sup>th</sup> June 2022**

**Closing Date**      **Tuesday 12<sup>th</sup> July 2022 at 9am**

**Interview**      **Thursday 14<sup>th</sup> July 2022**

## Job Description - SEND Teaching Assistant

**Purpose of Post:** To support class teachers in the management of the classroom and the delivery of the curriculum, including children with SEND, maintaining pupil confidentiality.

**Reporting to:** Senior Leadership Team

**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 - Lunchtime Supervisor

**Purpose of Post:** Lunchtime assistants' role is to supervise pupils during the school's lunchtime break. The extent of the supervision to be exercised includes the washing of hands, entry of pupils into dining room, general help during the service of the meals, assisting young pupils in cutting up food, general training in table manners and providing close supervision in the playground or classroom.

**Reporting to:** Senior Leadership Team

### Your duties are to:

- Follow guidelines laid down in the Relationships for Learning (Behaviour) Policy
- Ensure that all children in your care are present when required
- Supervise children coming into the hall and while they are waiting for their lunch
- Remind the children of the need to speak quietly and stay in their seats throughout the meal
- Assist pupils with proper use of cutlery and cutting up food when necessary
- Mop up spillages as they occur in dining rooms
- Encourage good table manners
- Supervise the children leaving the hall

### In the playground, you are required to:

- Undertake the organisation of specific outside activities/games during the lunchtime break on a regular basis
- To support play leaders in their roles
- Be vigilant, always prevent rough or dangerous play
- Patrol designated areas of the playground at regular intervals
- Remind children of the safe places to play
- Supervise toilet areas
- Treat minor injuries
- Encourage children to play co-operatively
- Ensure that the children are occupied in interesting activities during wet playtime sessions.
- Withdraw any equipment found to be unsafe.

### Injuries

In case of a serious injury:

- Ensure a child is seen and tended to by a trained First Aider.
- Record all injuries in the Accident Book.
- Notify a member of SLT

At the end of the dinner session ensure all children have come inside and are back with their class teachers. N.B. You are expected to carry out your duties throughout the term, unless prevented by illness. Holidays



must be taken during school holiday time. This job description will be reviewed regularly in accordance with the needs of the school and its pupils. In addition, it may be reviewed at any time after consultation with you.

## Person Specification - SEND Teaching Assistant/ Lunchtime Supervisor

**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.**

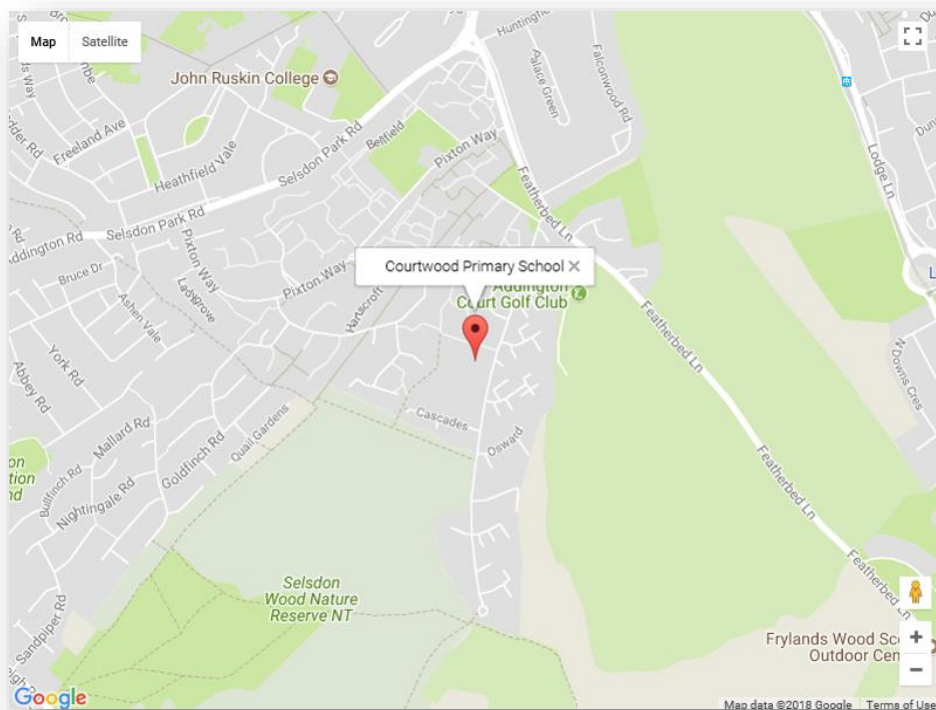
Qualifications	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Experience of working with children DBS clearance (can be post appointment)</li> <li>A good standard of English and maths</li> </ul>	<ul style="list-style-type: none"> <li>NVQ level 2 or equivalent qualifications</li> <li>First aid certificate</li> <li>Qualification in a relevant area.</li> <li>HLTA qualification</li> <li>At least GCSE 'C' grade or equivalent in English and maths</li> </ul>

Experience	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Effective working with young people of a range of ages and abilities</li> <li>Ability to support a broad, rich and inclusive primary curriculum which celebrates individuality</li> </ul>	<ul style="list-style-type: none"> <li>Can demonstrate an understanding of how children learn</li> <li>Fluency in a second language</li> </ul>

Skills & Attributes	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>Patience and the ability to stay calm under pressure or in frustrating situations</li> <li>Lead by example to encourage adults and children to 'be the best that they can be'</li> <li>Ability to communicate effectively both orally and in writing in a variety of settings</li> <li>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</li> <li>Ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Interest in the creative arts and music</li> <li>Interest in sport and outdoor activities</li> </ul>

- Ability to work independently, when appropriate

## 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.

**Courtwood Primary School**  
Courtwood Lane, Croydon, CR0 9HX

☎ 020 8657 8454

✉ [admin@courtwood.org.uk](mailto:admin@courtwood.org.uk)

💻 [www.courtwood.org.uk](http://www.courtwood.org.uk)