

Information for Applicants

Academy	Gossops Green Primary School, Crawley
Required	As soon as possible
Contract	5 Days per week Hours of work: 7.15am to 8.45am (for Breakfast Club) and (3.00pm to 6pm) for After School Club Total hours: 22.5hrs a week
Salary	Paid term time only plus holiday i.e. for 44 weeks of the year. TCTF11 £20,698 (pro-rata actual gross: £10,969 pa)
Closing Date	Wednesday 1st February 2023
Interviews	Wednesday 8th February 2023 (morning)



Welcome

Dear Applicant

Thank you for your interest in the post of **Wrap Around Care – Catering Lead**. 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, 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 over 60 years ago, Gossops Green Primary School is an established and important part of our local community. We joined *The Collegiate Trust* and converted to academy status on 1st November 2016 and have benefited from the support which that brings. The Collegiate Trust has a clear vision to deliver *Exceptional Education for All*. Our pupils are well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. Our excellent 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. Ofsted (2019) recognised the high-quality provision at Gossops Green Primary in one of the first inspections to take place under the revised and more demanding standards introduced in September 2019, when we achieved a 'Good' with 'Outstanding' for our EYFS provision and Leadership and Management. I am very proud of what we do and what we have achieved at Gossops Green and I hold the highest aspirations for what we will do and achieve in the future.

Our Wrap Around Care provision includes a Breakfast Club and After School Club and has now been running for seven years. Both are run by the school and exist to provide high quality out-of-school hours childcare for our parents/carers. There are a range of activities available throughout the sessions and children are encouraged to be independent as well as to participate in activities with each other, developing social and interactive skills. Breakfast Club runs from 7:45am – 8:30am offering a range of breakfast food items and Cygnet Crew runs from 3:05pm – 6:00pm with a hot meal provided.

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 staff have many opportunities to develop skills and extend their professional learning through a regular 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 Trust may be right for you. To submit an application, please complete the form on the Trust website (<https://tct-academies.org/vacancies/>).

If you have any further questions about this post or would like to arrange a visit prior to the closing date, please do call the school to arrange this.

Yours sincerely

A handwritten signature in black ink that reads 'S Dunne'.

Mrs S Dunne
Principal

Key Information

Our school is located in Gossops Green, a neighbourhood in the north-west of Crawley in West Sussex. We are a friendly, 3-form entry school and a vibrant and busy community, which our pupils value and in which they can thrive. We take up to 90 children per intake and year teams work incredibly closely together to ensure consistency and to support each other. Nurture is incredibly important to us and we have a dedicated Nurture Team who work with pupils and staff to develop and enhance wellbeing and to break down emotional barriers to learning for pupils. We pride ourselves on providing excellent support for children with SEND and have a highly skilled SEND team who provide advice and expertise.

We are lucky to have lots of fantastic facilities for our children. Our grounds include a large field, 4 playgrounds, large Reception and Year 1 outside areas and a sensory garden. Inside we have a sensory room, dedicated computing suite, music room and Nurture spaces, as well as spacious classrooms and two large halls.

We believe in enhancing our curriculum with events and activities. Last year, these included: a mini-Marathon in aid of a local hospice, Christmas performances, Easter Bonnet Parade, a Ukrainian Day and a Jubilee performance and picnic. Our exceptional music curriculum has been awarded the prestigious Music Mark for two years in a row; the first school in Crawley and only the second in West Sussex to achieve this and our exemplary extra-curricular Schools Games provision has also been awarded a Gold Mark.



Current numbers:	
Nursery	N/A
Reception	82
Year 1	75
Year 2	89
Year 3	74
Year 4	75
Year 5	90
Year 6	90
Total	575

Teachers	37
Education Support	27
Administration Staff and Premises	6

Principal	Mrs Sarah Dunne
Deputy Principal	Mr Mark Warwick
Assistant Principals	Mrs Debbie Bullen Miss Lucy Gianella (KS2) Mrs Danni Williamson (KS1)

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

www.gossopsgreen.org.uk www.tct-academies.org

Information about *The Collegiate Trust (TCT)*

The Collegiate 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).

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer, Chief Finance Officer & 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.

There are currently seven schools in our family:

Riddlesdown Collegiate (founding Secondary, Croydon)

Gossops Green Primary (Crawley)

Waterfield Primary (Crawley)

The Quest Academy (Croydon Secondary)

Courtwood Primary (Croydon)

Gilbert Scott Primary (Croydon)

Kenley Primary School (Croydon)

The Collegiate Trust
Exceptional Education for All

Our Partnership of Schools

The Collegiate Trust exists to improve education in Crawley, Croydon and surrounding areas. We work in partnership with schools whose values and approaches align with ours, and who want to work collaboratively within a forward thinking and ambitious organisation.

Schools in The Collegiate Trust

- maintain a strong individual identity within a powerful local partnership
- work collaboratively to improve education in each of our partner schools
- achieve value for money on highly cost effective services delivered through the Trust
- have the opportunity to contribute to the development of outstanding new provision where it is needed, through the free schools programme
- drive forward standards within their school under a well supported but autonomous Principal and a strong Local Governing Body
- deliver our mission of **Collaboration to Deliver Exceptional Education** and achieve our status of **Exceptional Education For All**

Our Vision

Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments.

Such an exceptional education has three features:

- A rigorous academic education which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of creative learning experiences which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of personal qualities and skills through the rich curricular and extra-curricular work in the school and beyond, developing successful adults who respect each other and their surroundings

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.

Excellent COMMUNICATION is at the heart of everything we do

At Gossops Green Primary School we believe that COMMUNICATION is the KEY to unlocking the potential for every learner to be successful.



Spiritual, physical and emotional wellbeing

Effective communication supports our children to hear and see that they are valued and important. Our children are enabled to express their feelings, beliefs, show empathy and be aware of their own physical and emotional well-being.

Knowledge, skills and understanding

Our children will become confident communicators who aspire to read widely, develop maths fluency and are able to articulate their knowledge across a wide range of subjects. In an ever-changing world our children will understand and use digital platforms with sensitivity, intelligence and full awareness of technology's power to enhance communication.



Belonging – local and global



Our children learn that good communicators develop an appreciation of others; their needs, beliefs, values and cultures. This empowers them to challenge stereotypes, bias and discrimination. Our children learn to understand the ways in which communication can be used to contribute positively to the local and wider community.

Lifelong learners

Communication is the gateway to learning, academic achievement and success beyond school and into adulthood. Our children learn to be critical thinkers and develop a life-long love of learning.



Our Curriculum Approach

At Gossops Green Primary, we believe in providing children with a curriculum which:

- engages our learners in exciting and first-hand experiences
- provides opportunities and experiences to compensate for any cultural capital gaps
- makes links with cross-curricular subjects where appropriate
- develops knowledge acquisition with the skills to apply the knowledge
- progressively sequences learning so that prior learning is capitalised and built upon year on year through consolidation and the introduction of new links
- develops long-term memory of pupils
- immerses children in reading experiences which ignite their imaginations, challenges their thinking, supports their learning and creates impassioned life-long readers



Curriculum Progression Maps have been expanded and enhanced to support planning and include:



- a focus on the development of Tier 2 higher level vocabulary and Tier 3 subject specific vocabulary
 - the identification of high-quality text and digital resources to enhance learning
 - talk for learning sentence openers and key questions to support discussion and expression of ideas
 - what is referred to as 'sticky knowledge': key, fundamental learning outcomes that we expect *all* children to 'know' by the end of a unit of work and furthermore to retain beyond the duration of the topic
- in response to the pandemic and the impact of the lockdowns, we have systematically adapted our curriculum to meet the needs of our learners and identified the key 'leverage-giving' objectives to support recovery of learning for all our children

Curriculum Leadership

At Gossops Green Primary, we aim to build on the strengths and specialisms of our experienced teachers by giving them responsibility for leading a subject in which they have expressed an interest or passion. Where possible, colleagues are teamed in pairs so that EYFS/KS1 and KS2 are both represented in the leadership of the subject. This enables teacher expertise of a particular teaching phase to be shared with a less experienced colleague and ensures that subject leaders have a deeper understanding of pedagogy across the whole primary phase.

Job Description

Post: Wrap Around Care Catering Lead

Reporting to: Wrap Around Care Leader

Principal Accountabilities:

a) 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 model and promote positive attitudes
- iii. To promote and adhere to the behaviour policy of the school
- iv. To assist in maintaining an attractive and calm learning environment
- v. To be prepared to attend appropriate supervision and in-service training
- vi. Any other reasonable request of the Principal
- vii. To act as an excellent role model
- viii. Managing pupil anxiety and behaviour
- ix. Meeting personal care and medical needs, where required
- x. Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies
- xi. Promote the safeguarding of all pupils in the school

b) To support effective Wrap Around Care Provision

- i. Work in collaboration with the Wrap Around Care Team
 - ii. Take responsibility for the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
 - iii. Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
 - iv. Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
 - v. Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy
 - vi. Ensure that the kitchen and dining area are kept clean and hygienic
 - vii. Ensure that kitchen equipment is used safely and according to operating manuals
 - viii. Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
 - ix. Adhere to proper hygiene procedures, including wearing the correct uniform
 - x. To organise and support the children in playing constructively together, interacting positively with the pupils
- i. To encourage the children to have good table manners and to behave appropriately in the dining hall
 - ii. Encourage children to play safely and imaginatively with equipment and to tidy it away carefully at the end of the session

Person Specification – Teaching Assistant & Lunchtime Supervisor

Qualifications and Experience	
Essential	Level 3 Food Safety (or NVQ equivalent)
	Wide knowledge of culinary production and strong culinary skills
Desirable	Experience of working with children
	Experience of working with KS1 and/or KS2 children
	Experience of catering to special dietary requirements
	Understanding of the routines and challenges of catering in a school environment
	experience of working in industrial cooking/school catering
	An understanding of how children learn
	First aid certificate
At least GCSE 'C' grade or equivalent in English and maths	

Key personal qualities and characteristics	
Essential	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
	Commitment to maintaining confidentiality
	Commitment to safeguarding pupil wellbeing and equality
Desirable	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, online searches and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.

Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all staff and students alike. We are a dynamic and expanding trust of seven schools (two secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression. We are committed to:

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- extending **support from Trust experts**
- developing **collaborative opportunities** to generate new and next practice

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of *exceptional education for all* and are motivated to work continuously towards developing their own professional excellence.

