



The Collegiate Trust  
Exceptional Education for All

## Learning Coach in KS1 ELP Class (7 pupils with SEND)

### Information for Applicants

<b>Academy</b>	<b>Quest Primary School</b>
<b>Required</b>	<b>17<sup>th</sup> April 2023 or as soon as possible</b>
<b>Contract</b>	<b>Part-time, 2.5 days per week. (Monday 12:00 – 15:00pm; Tuesday 08:30 – 15:00; Wednesday 08:30 – 15:00). Fixed Term April 2023 – July 2023 (with the possibility of subsequent fixed term).</b>
<b>Salary</b>	<b>Pro-rata actual gross salary: TCTS6 £8,331 to TCTS17 £8662; paid term-time only (inclusive of holiday pay and INSET days).</b>
<b>Closing Date</b>	<b>Monday 27<sup>th</sup> March 2023 (9am)</b>
<b>Interviews</b>	<b>As applications received – please note that this may mean this role may be filled prior to the closing date stated, should a suitable candidate be found.</b>



# Welcome

Dear Applicant



Thank you for your interest in the post of **Enhanced Learning Provision (ELP) Learning Coach – Level 1 (TA)**. We are looking for an individual who has a passion for working with children with SEND. This information pack will help you to learn more about our fantastic school and I hope that you will be excited about the prospect of joining our excellent team.

The role of ELP Learning Coach (TA) forms an integral part of our ELP team. We also provide specialist teaching for children with Moderate Learning Difficulties in our Enhanced Learning Provision. Collaborating with the teaching team, and under the direction of the SENCo, you will be responsible for instigating, supporting and monitoring learning opportunities and the pastoral/personal care of the children in addition to taking responsibility for the logistics, preparation and care of the learning environment. All of the children in the ELP have an Education Health Care Plan (EHCP) and special educational needs, which are catered for through our skilled and nurturing ELP team.

*Quest Primary School* is at an exciting time in its development. In September 2022, the school adopted its new name, Quest Primary, thereby aligning more closely with our neighbour The Quest Academy and ensuring that partnership across both schools enables us to work effectively to provide the best possible educational outcomes and experiences for our pupils. Work has already begun to raise attainment across the school and our focus on developing excellent teaching and learning, supported by an engaging and ambitious curriculum offer, will ensure that pupils can achieve their potential, in a supportive and caring environment.

*The Collegiate Trust* has a clear vision to deliver *exceptional education for all*. Quest Primary pupils are well motivated and a pleasure to work with, whilst our staff are 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 hold the highest aspirations for what we will do and achieve in the future for our pupils at Quest Primary.

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, 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 or would like to arrange a visit, I would be pleased to speak with you; please feel free to telephone the school on 020 8657 4722.

Best wishes,

**Miss J Stawman**  
*Head of School*

**Mr A Crofts**  
*Executive Principal*

## Key Information

Quest Primary (previously known as Gilbert Scott Primary School) is a one-form entry school of 190 pupils, set on a spacious and attractive site.

<b>Teachers</b>	12
<b>Education Support</b>	21
<b>Administration</b>	2
<b>Premises</b>	1

Our school benefits from a talented and highly committed team of staff, with a strong combination of experienced and newer colleagues. The development of staff is a key feature of our work and we collaborate closely with other local schools and look forward to working across our Trust.

<b>Nursery</b>	21
<b>Reception</b>	27
<b>Year 1</b>	17
<b>Year 2</b>	19
<b>Year 3</b>	28
<b>Year 4</b>	25
<b>Year 5</b>	32
<b>Year 6</b>	21
<b>Total</b>	<b>190</b>

The school has a good reputation for supporting children with special educational needs. There is an enhanced learning provision for 14 children with moderate learning difficulties.

The *Senior Leadership Team* is an experienced and well-established group, which oversees key strategic areas of work in the school including monitoring pupil progress and the quality of teaching. The new Head of School works with a talented and ambitious team, with excellent support from the Trust's *Director of Education* and CEO.

We strive to continue building high quality practice to deliver great progress in every year group. The attitudes and behaviour of our pupils are excellent and they see the school as a safe, welcoming and nurturing environment.

<b>Head of School</b>	Miss J Stawman
<b>KS1 Assistant Principal</b>	Mrs D Adams
<b>KS2 Assistant Principal</b>	Mrs N Beirne
<b>SENDCO</b>	Mrs J West
<b>Executive Principal</b>	Mr A Crofts

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



## Information about *The Collegiate Trust*

Our Trust works in the Croydon and Crawley 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 *Quest Primary* joined the Trust on 1<sup>st</sup> September 2018. *Kenley Primary School* joined most recently in September 2021.

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.

## 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

Other tangible benefits of working within a TCT school include<sup>1</sup>:-

- ✓ Exceptional performance rewards
- ✓ Two-week October half term (instead of 5 INSET days)
- ✓ Well-equipped staff rooms and work rooms
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ Free Microsoft Office apps

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.

## Schedule for Appointment

***Closing Date:***

**Monday 27<sup>th</sup> March 2023 at 9am**

***Invitation to Interview:***

**As applications received**



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<sup>1</sup> At the time of publication, not all benefits available at every TCT school.

## Job Description

**Job Title:** ELP Learning Coach – Level 1

**Salary:** Pro-rata actual gross salary: **TCTS6 £8,331 to TCTS17 £8,662** (TCT Scale TCTS6 £23,142 – TCTS17 £24,062); paid term-time only (inclusive of holiday pay and INSET days).

### Job Summary

To work as part of the Support Staff Team at Quest Primary School to provide exceptional integrated care to our children in the ELP Setting.



### Job Description

- To support the ELP team in the general pastoral care of children.
- To complete duties that enable the team to efficiently function, with particular regard to the organisation of the children's personal care, the environment and in readying resources.
- To supervise groups of children (as appropriate) through structured learning activities as provided/outlined by teaching staff.
- To work under the direct supervision of teaching staff to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment.
- To observe and feedback to the teacher on pupil performance and behaviour, acting as appropriate in line with relevant academy policies.
- To support the physical, intellectual, emotional and social development of pupils.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To provide lunchtime supervision.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks as required).
- Support individuals and groups in developing expectations of acceptable personal and social behaviour.
- To be flexible in accepting changes in daily routines according to the needs of the children, classroom organisation and the learning day.
- To accompany pupils to off-site activities in line with academy policies (if required).
- To set a good example to pupils through personal and professional conduct.

## Person Specification

*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.

### Qualifications

At least GCSE 'C' grade or equivalent in English and maths

Please indicate any other qualifications that may be of interest with regard child education (although not essential).

### Experience

Ability to support a broad, rich and inclusive curriculum which celebrates individuality

Knowledge of the EYFS framework

An understanding of how SEND children learn

Evidence of making an effective contribution to a team

### Skills & Attributes

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

Interest in the creative arts and music

Interest in sport and outdoor activities

Understanding of safeguarding issues and promoting the welfare of children and young people

### Knowledge

Experience of current good practice in EYFS and/or SEND provision

Knowledge of early child development

Knowledge of SEND pupils including those on the autistic spectrum

## How to Find Us



### By Tram:

Route 3 (New Addington - Wimbledon) - to Gravel Hill Tram Stop and walk up the alleyway alongside the field (commonly known as *Conker Alley*). Follow the path to your right and The Quest Primary School is the second school on your right after *Red Gates School*.

### By Bus:

466, 130 — to Gravel Hill Tram Stop/Addington Park and walk up the alleyway alongside the field (commonly known as *Conker Alley*). Follow the path to your right and The Quest Primary School is the second school on your right after *Red Gates School*.

64, 359 — to *John Ruskin College* on Selsdon Park Road and walk up Farnborough Avenue.

**The Quest Primary School**  
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☎ 020 8657 4722  
✉ [admin@questprimary.org.uk](mailto:admin@questprimary.org.uk)  
💻 [www.questprimary.org.uk](http://www.questprimary.org.uk)