



The Collegiate Trust
Exceptional Education for All

Early Years Child Care Assistant

Information for Applicants

Academy	<i>Waterfield Primary School, Crawley</i>
Required	ASAP – Fixed Term till 31 st August 2024
Hours	8:30 – 3:30 (Monday to Friday)
Salary	TCTF6 £15,233 – TCTF14 £16,276 (actual gross), Term Time Only (<i>depending on experience</i>) Flexible Hours by discussion
Closing Date	Sunday, 4 th June 2023
Interviews	W/C 5 th May 2023 (or prior for strong candidates)



Welcome



Dear Applicant

Appointment of **Early Years Child Care Assistant** at Waterfield Primary School

Thank you for your interest in this post. 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.

The role of EYCCA forms an integral part of our Early Years Department. Collaborating with the teaching team, and under the direction of the Assistant Principal, you will be responsible for instigating, supporting and monitoring learning opportunities and the pastoral/personal care of the children in addition for taking responsibility for the logistics, preparation and care of the learning environment. On this occasion, we are especially looking for a child care assistant to work in across our Early Years setting (however you will also be directed on occasion to work supporting lunches, supervisory time and playtimes across the school), therefore previous experience working within Early Years would be of great benefit.

Waterfield is a friendly, caring school with high expectation for all our pupils. We aim to provide a lively, creative curriculum to challenge and motivate our pupils through a range of exciting learning opportunities both within and outside the classroom. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued.

We are very fortunate to be situated beside a large millpond which provides a wealth of opportunity for first-hand experiences and environmental and conservation education. We also have a brand new building, completed in 2017, which provides an extended hall, reception area, library and a modular building with four additional classrooms. However, our greatest resource is our dedicated staff who work tirelessly to provide the best teaching and learning experience for each child. The Waterfield team works well because all students, teachers, support staff, Governors, parents and carers play a major role in raising standards, aiming high to achieve the best we can for all our pupils. We want our pupils to enjoy coming to school and to be enthusiastic about their learning. We will nurture and encourage pupils and hopefully, inspire them to be active participants in their own development. Waterfield was judged to be GOOD by OFSTED in June 2022, and we are building on that success.

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. We are very proud of what we do and what we have achieved at *Waterfield* and 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. 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 (<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 or would like to arrange a visit prior to the interview day, I would be pleased to speak with you; please feel free to telephone me at Waterfield.

We hope that after reading the information provided here, researching the Trust, visiting the school, and reflecting on the tremendous opportunity this role offers, that you will submit an application. Should you choose to do so we look forward to receiving and considering it fully.

Best wishes,



Mr J Purveur
Principal

Key Information

Waterfield Primary is a school of approximately 355 pupils, set on a spacious and attractive site.

Teachers	20
Education Support	12
Administration	2
Premises	2

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.

Nursery	24
Reception	46
Year 1	43
Year 2	44
Year 3	50
Year 4	59
Year 5	51
Year 6	52
Total	369

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 Principal works with a talented and ambitious team, with excellent support from the Trust's *Head of Education* and CEO.

Headteacher	Mr J Purveur
Deputy Principal	(Vacancy)
Assistant Principal	Miss S Newman
SENDCO	Miss K Billington

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.

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

www.waterfield.org.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. *The Quest Academy* joined the Trust on 1st June 2018 and *Courtwood Primary* and *Quest Primary* joined the Trust on 1st September 2018. *Kenley Primary School* joined most recently in September 2021. Woodcote High School joined in April 2023 with a further secondary school expected to join the Trust in September 2023.

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 include¹:-

- ✓ 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
- ✓ Exceptional performance rewards

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

Advert	24th May 2023
School Visit	Phone Call
Closing Date	Sunday, 4th June 2023



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

Job Description – EYCCA – FIXED TERM (Initially)

Purpose of Post

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



Job Description for Early Years Child Care Assistant

- To support the department in the general pastoral care of children.
- To complete duties that enable the department 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 feed back 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

GCSE pass grade in English and Maths

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

Minimum NVQ 2 or 3 in relevant childcare qualification preferred.

Experience

Detailed knowledge and experience of working within young children's education
Prior experience in Reception/EYFS setting would be desirable.

Evidence of making an effective contribution to a team

Skills & Attributes

Ability and willingness to undertake Professional Development

Excellent Interpersonal Skills

Empathy with children and young people

Ability to work as a team

Excellent communicator

How to Find Us



Waterfield Primary School

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☎ 01293 548014

✉ office@waterfield.org.uk

💻 www.waterfield.org.uk