



The Collegiate Trust
Exceptional Education for All

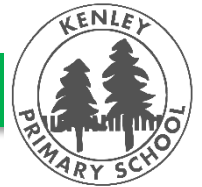
**1:1 Learning Coach for child
with SEND – mainstream class**

Information for Applicants

Academy	Kenley Primary School, Croydon
Required	As soon as possible
Contract	32.50 hours per week, fixed term contract until July 2024, in the first instance, with the potential to extend beyond this date
Salary	Pro-rata actual gross salary: TCTS6 £18,079 to TCTS9 £18,200; paid term-time only (inclusive of holiday pay and INSET days).
Closing Date	
Interviews	Shortlisting and interviews will take place as applications are received



Welcome



Dear Applicant

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 small 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. . We promote 'The Kenley Way': Be Ready, Be Respectful, Be Safe.

Kenley is a friendly, caring school with high expectations for all our pupils. We provide a stimulating and happy environment in which staff, parents and governors work together to enable the school to provide a creative, balanced, and meaningful curriculum. We are a vibrant school that does our absolute best to ensure all our children flourish throughout their time with us, thriving as individuals and achieving their academic potential.

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 absolute 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.

If you are looking to develop your experience, a school within The Collegiate Trust is a great place for professional growth. All staff benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout their career; more experienced colleagues have many opportunities to develop leadership 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 Trust 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 prior to the interview day, which is very much encouraged, I would be pleased to speak with you via the school office.

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.

Yours sincerely

Mrs Jacki Keogh

Head of School, Kenley Primary School

Key Information

Kenley Primary is a one-form of entry school, set on a spacious and attractive site.

Teachers	9
Education Support	6
Administration	2
Premises	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.

Reception	28
Year 1	29
Year 2	30
Year 3	30
Year 4	25
Year 5	19
Year 6	27
Total	188

The *Senior Leadership Team* is an experienced group, which oversees key strategic areas of work in the school including monitoring pupil progress and the quality of teaching.

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

Executive Principal	Mrs K Turner
Head of School	Mrs J Keogh
Assistant Principal	Mrs M Smy
SENDCO	Mrs F Simpson
School Business Manager	Mrs K Jones

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



Information about *The Collegiate Trust*

MISSION: *Collaboration to deliver an exceptional education*

VISION: *Exceptional Education for All*

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school in Autumn 2023 will bring our Trust to c.7000 pupils and c.1000 employees.

School	Range	Date joined	Roll	Principal	OFSTED
Riddlesdown Collegiate	11-18	founding school	2063	Dr Parimal Bhatt	Outstanding
Gossops Green Primary	4-11	1.11.2016	594	Mrs Sarah Dunne	Good
Waterfield Primary	3-11	1.3.2018	390	Mr James Purveur	Good
The Quest Academy	11-18	1.6.2018	974	Mr Andy Crofts Mr Tom Beecham	Good
Quest Primary	3-11	1.9.2018	206	Mr Andy Crofts Miss Jo Stawman	Good
Courtwood Primary	4-11	1.9.2018	213	Mrs Natasha Grant	Good
Kenley Primary	4-11	1.9.2021	196	Mrs Katie Turner Mrs Jacki Keogh	Good
Woodcote High School	11-18	1.4.2023	1273	Ms Kirstie Woodcock	Good

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

Our culture of ambition is clearly focussed on our PEOPLE and their LEARNING. We support all members of our team to do the best job they can by ensuring high quality professional development in a healthy workplace environment where wellbeing is seen as an essential requirement for success.

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:-

- ✓ Exceptional performance rewards
- ✓ Well-equipped staff room and work room
- ✓ 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.

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

Schedule for Appointment

Closing Date

Interviews: Shortlisting and interviews will take place as applications are received



Job Description

Job Title: Learning Coach – Level 1

Salary: Pro-rata actual gross salary: TCTS6 £18,079 to TCTS9 £18,200; paid term-time only (inclusive of holiday pay and INSET days).

Job Summary

To work as part of the Staff Team at Kenley Primary School to provide exceptional integrated care to our children in KS1/ KS2.

Job Description

- To support the school 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 KS1/2 national curriculum

An understanding of how 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

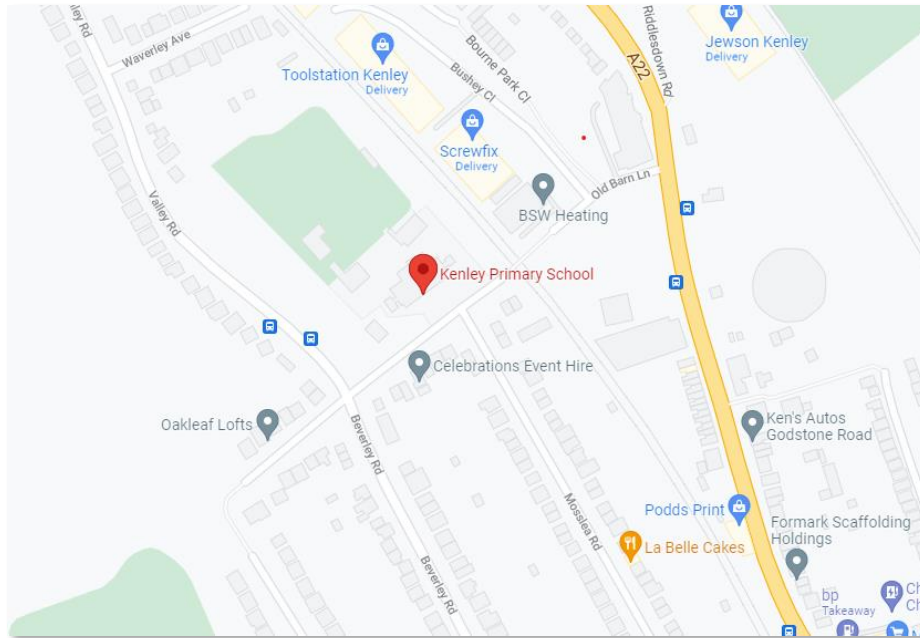
Knowledge

Experience of current good practice in KS1 provision

Knowledge of early child development

Knowledge of SEND pupils including those on the autistic spectrum/ ADHD

How to Find Us



By Car:

If you are travelling by car, Kenley Primary School is located a short distance from the A22, Godstone Road. If you are coming from the M25 Junctions 7 (Croydon) or 6 (Caterham) provide easy access to Kenley.

By Train

The nearest mainline station is Kenley. Alternatively, the larger Purley Station is just 2 miles away.

By Bus:

Bus route: 407, 434.

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www.kenleyprimary.org.uk