



ALWAYS AIMING HIGHER, TOGETHER

An amazing primary school for Bromley

www.lafontaineacademy.org

STEP Zone Assistant

JOB DESCRIPTION & PERSON SPECIFICATION

Prospective Staff

At La Fontaine Academy, you never stop learning; you're part of STEP Academy Trust – a supportive network that's leading the way in getting children to succeed academically while also enabling them to become leaders – and your work makes an impact on the community every day.

As STEP Academy Trust grows to serve more children in varied communities, we need passionate teammates to join us and make their impact.

Our Vision for our Team

As a member of staff at La Fontaine Academy, you will be able to work with a great team of colleagues and [design a truly inspirational curriculum](#) which will enable our children to become confident and socially-minded 21st century citizens.

Being part of our team, you will be able to use your creativity and [shape the way our school will provide outstanding learning opportunities](#) for our children.

As our school grows over the next few years, you will always be supported in terms of your [leadership](#) and, if so you wish, you will be able to [take on responsibilities](#) in various areas of school life.

Our vision is to create an outstanding team who will provide our children with the best education they deserve. We want every pupil at our school to [succeed academically](#) while also enabling them to grow as joyful individuals who will have the confidence to [shape the world](#) around them.

Educational leadership

Members of our team are involved in educational research and engage with current debates in terms of teaching and learning. We attempt to influence practices beyond our Academy and Academy Trust on, for instance, mastery teaching and values-driven education. To our minds, teaching is the greatest vocation in the world, and we are always seeking the best ideas to improve the way education works. As part of our vision, we are looking to create a team that will develop models of good practice in [creative teaching and learning](#) and [language teaching](#) in the UK. See some articles published by our team here: www.lafontaineacademy.org/curriculum.

Staff development

To achieve our aims, we need to recruit and support the very best staff. We believe in valuing all our staff and therefore take professional development very seriously. At all times in our school, every member of staff will be engaged in teaching and learning. All our staff must lead by example and demonstrate the behaviours and attitudes which are rooted in our values of Excellence, Respect, Collaboration, Responsibility, and Creativity. In return for their high level of commitment to enabling our children to reach the best outcomes, we will provide our staff with [excellent](#)

[opportunities for growth and development](#). We do not grade observations. We do not grade our teachers at all – neither for performance management, nor appraisal, nor pay, nor inspection. We believe that trusting our teachers with the autonomy to improve creates a strong, vibrant staff culture. We never make high-stakes, biannual judgements of teachers; we prefer continual, low-stakes feedback, practice and reflection.

Family ethos

Most of all, to join La Fontaine Academy is to become part of a family. Families rally round when times are tough. Families help each other out and are honest with each other. Every day, we eat a family lunch together with our pupils. We are always thinking hard about how we can become the best we can be for our colleagues, parents and pupils.

Key benefits working for Academy Trust include

- Access to a supportive network of teachers and school leaders working across 7 schools in South East London.
- Access to a strongly-established NQT programme.
- Possibility to undertake further studies (e.g. Masters, Ph.D., etc.) sponsored by STEP Academy Trust.

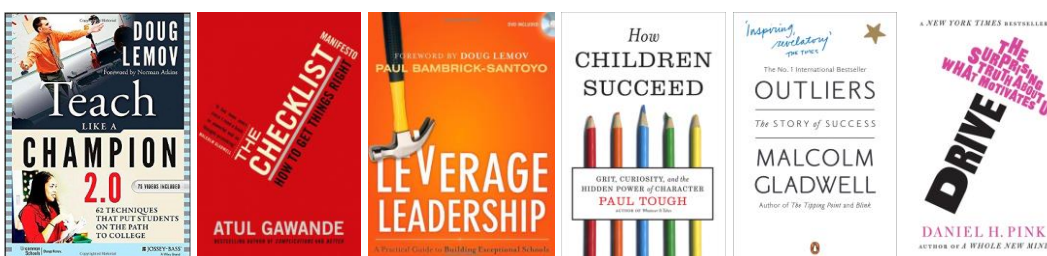
Key Partnerships

[Future Leaders](#): a leadership programme that aims to raise the achievement of children, regardless of background, and to provide them with equal choices and opportunities in life.

[Teaching Leaders](#): an education charity focused on developing outstanding middle leaders.

[Mathematics Mastery](#): a programme based on tried and tested approaches used by the best teachers, departments and schools in the UK and abroad.

Some of the books we base our work on

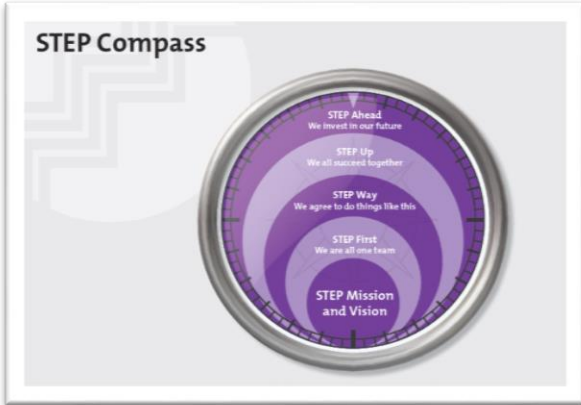


I am delighted that you are interested in applying for a position at La Fontaine Academy and I look forward to receiving your application.

Sebastien Chypleau

Dr Sebastien Chapleau, Founding Headteacher, La Fontaine Academy

OUR VISION AND MISSION

- At the heart of the organisation is the “**STEP Mission and Vision**”. *Everything* derives from it. The four points of the STEP Compass extend out of our mission and vision.
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- Point 1. “**First**”
Because the mission and vision are shared by all stakeholders, there is an acceptance that we are all one team, one family. Stakeholders must believe in STEP First.
 - Point 2. “**STEP Way**”
As a united team, it is right that we should agree to do certain things in a consistent way, the “**STEP Way**”. What goes into the STEP Way will be determined by a process of co-creation and review; however, once agreed, there is no opt-out.
 - Point 3. “**Up**”
Given that STEP is a family none of its members - academies, groups or individuals - can be allowed to fall behind. Up is the process by which “we all succeed together”, enabling additional support to be targeted according to identified need.
 - Point 4. “**Ahead**”
Individually and collectively, we must ensure one eye remains firmly fixed on the future, anticipating and preparing for our next stage of development. This commitment ensures a strong focus on CPD and strategic planning.

ETHOS AND CULTURE

Shared values

Academy Trust promotes and cultivates shared values. These are the heartbeat of our organisation.

Key values include:

- **Passion** — Working in education, we have the ability to profoundly change children’s lives; the stakes are incredibly high. Our aim should always be to provide for the pupils of our Academies what we would want for our own children.
- **Urgency** — The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in a STEP Academy must be spent productively. Once wasted, it is gone forever and cannot be given back.
- **Positivity** — Staff have a responsibility to be positive and supportive of each other. Negativity leads to low expectations and a culture where excuses are tolerated.
- **Aspiration** — Embodied in the Trust motto, “Striving Together for Excellence in Partnership,” all members of staff aim for excellence in their individual professional roles.

- Commitment — Staff are prepared to go the extra mile to provide the best possible education for their pupils. The interests of children are always placed ahead of those of staff.

An important bi-product of **PUPAC** must be an enduring sense of dissatisfaction with the status quo. Whilst it is right that achievements are celebrated, the focus remains on the challenges ahead. **PUPAC** forms the basis of initial discussions with prospective employees of the STEP Academies.

OUR MOTTO

‘Always aiming higher, together’

OUR VALUES

Our values will be the basis upon which we develop all our work at La Fontaine Academy.

They are the following:

- Excellence
- Respect
- Collaboration
- Responsibility
- Creativity

We expect our staff and children to constantly live out those values, being able to develop a sense of accountability and mutual responsibility across the school.

The vision of La Fontaine Academy is founded on a commitment to outstanding education, engagement with local and global communities, and language teaching. We want our children to become citizens who can play an active role in 21st century society.

OUR AIMS

La Fontaine Academy is an inclusive, non-denominational, primary school teaching children aged 4 to 11 in English and French. The school opened in Bromley in September 2014.

Our school offers a unique service to parents and communities in Bromley which are underpinned by our beliefs in inclusiveness and academic excellence and the real value to children’s academic potential and life chances that arise from the learning of another language. All children are welcome at our school and we strive for a diverse intake, reflecting our local community. The school:

- delivers the English National Curriculum;
- focuses on maintaining high standards to secure outstanding assessment results linked to the English National Curriculum;
- focuses on academic excellence in English, mathematics, science, and French. We measure our success against national standards;
- provides pupils with an excellent preparation for secondary education;
- develops our pupils’ extraordinary cultural capital through a rich and broad curriculum and extensive community engagement. We understand education to include a deep understanding and appreciation of both British and world cultures as well as of the wide diversity of cultures and customs that make up contemporary life in Britain and beyond;
- promotes tolerance and cultural exchange, guiding children to become responsible citizens in later life;
- helps our children become rounded, happy and confident individuals and achieve their true academic potential in a friendly and disciplined school.

**STEP Zone Assistant
After School Club**

Start Date: Monday 3rd September 2018
Location: Bromley
Contract Term: Permanent
Contract Type: Term Time Only + INSET days
Hours of work: Afterschool club (Monday to Friday)
3.15pm-6.15pm, 15 hours per week
Salary: Grade 1c Scale point 9-11
£607 per month / £7,293 per annum
Closing Date: Monday 6th August 2018 at mid-day

Job share applications will be considered

For application forms please see <https://www.lafontaineacademy.org/vacancies/>

Completed application forms should be returned to La Fontaine Academy via email careers@lafontaineacademy.org.

La Fontaine Academy, which opened in September 2014, requires an After School Club Assistant. Our school is inclusive, with the highest academic standards; we will take children from all backgrounds and give them the knowledge, skills and confidence to flourish.

The happiness, well-being and success of our pupils is at the centre of everything we do.

La Fontaine Academy is a member of Academy Trust and therefore seeks staff who believe in the Trust's Core Values of:

Passion — Working in education, we have the ability to profoundly change children's lives; the stakes are incredibly high. Our aim should always be to provide for the pupils of our Academies what we would want for our own children.

Urgency — The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in a STEP Academy must be spent productively. Once wasted, it is gone forever and cannot be given back.

Positivity — Staff have a responsibility to be positive and supportive of each other. Negativity leads to low expectations and a culture where excuses are tolerated.

Aspiration — Embodied in the Trust motto, "Striving Together for Excellence in Partnership," all members of staff aim for excellence in their individual professional roles.

Commitment — Staff are prepared to go the extra mile to provide the best possible education for their pupils. The interests of children are always placed ahead of those of staff.

Job Title:	After School Club – STEP Zone Assistant
Grade Range:	Grade 1c – Scp 9-11
Location:	La Fontaine Academy
Reports to:	STEP Zone Leader / School Business Manager
Role Purpose and Role Dimensions:	To assist the Club Leader in supervising children attending the Afterschool Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.
Commitment to Diversity:	As a member of the School Team to take individual and collective professional responsibility for championing the school’s diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Main Responsibilities

This will involve:

- Assist in preparing the Club facilities and activities to ensure quality standards agreed are met.
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
- Help organise play and art activities, reading and homework support.
- Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children - maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
- Recognises the quality of the Club has an impact on learning and on pupils' attitude to school.
- Takes pride in providing enjoyable activities for pupils.
- Builds up warm and positive relationships with pupils.
- Considers the needs of pupils all decisions about the club.
- Goes out of their way to be helpful towards pupils.
- Anticipates pupils' needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Is tactful when talking to pupils.
- Attends regular meetings and training.
- Acknowledges all colleagues in a friendly and helpful way.
- Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledges the needs of different people e.g. helps new starters to settle in the school.
- Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding
- Is tactful when talking to others
- Maintain electronic registers
- Check and send work related emails

Key Accountabilities and Result Areas: Key Elements:

Main Responsibilities

This will involve:

- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the school's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the school's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with school procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Key Accountabilities and Result Areas: Key Elements:

Equalities

This will involve:

- The school has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- Able to demonstrate a commitment to the school's ethos and policies.

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on school policies and interventions

Job Title:**After School Club – STEP Zone Assistant****Essential knowledge:**

- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.

Essential skills and abilities:

- Confidence in dealing with young people, maintaining discipline, motivation and ensuring well being of children including acting on bullying.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to maintain confidentiality at all times.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to promote school when talking to visitors, colleagues and members of the community.
- Ability to use a computerised register and have a basic knowledge of ICT (e.g. manage emails and retrieve basic information from school systems)

Essential experience:

- Working with or caring for pupils of relevant age.

Special conditions:

- Good time keeping and attendance.

Special conditions:

La Fontaine Academy and STEP Academy Trust are committed to equality of opportunity and to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check.



ALWAYS AIMING HIGHER, TOGETHER

La Fontaine Academy is founded on a commitment to language teaching, outstanding education, and engagement with local and global communities. Our children will become citizens who can play an active role in society.

www.lafontaineacademy.org
careers@lafontaineacademy.org
[@FontaineAcademy](https://www.instagram.com/FontaineAcademy)