

Nurturing Knowledge:  
Learning for Life



## Teaching Assistant

### Information for Applicants

<b>Academy</b>	<i>Courtwood Primary, Croydon</i>
<b>Required</b>	<i>Start of December 2018</i>
<b>Salary</b>	<i>Point 11–13 SEND Teaching Assistant and Point 8 –10 Lunchtime Supervisor</i>
<b>Closing Date</b>	<i>14<sup>th</sup> November 2018</i>
<b>Interviews</b>	<i>20<sup>th</sup> November 2018</i>



The Collegiate Trust  
EXCEPTIONAL EDUCATION FOR ALL

# Welcome

Dear Applicant

Thank you for your interest in the 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 we are able to offer a comprehensive professional development package to ensure that they are provided with the best possible teaching and support.

Opened almost 50 years ago, *Courtwood Primary School* is an established and important part of our local community and is at an exciting time in its development. The school has an excellent reputation in the borough for inclusion and provides specialist teaching for children with Autistic Spectrum Disorder in our Enhanced Learning Provision (The Treehouse). We also have an amazing woodland that enables us to deliver Forest School learning to our pupils.

*The Collegiate Trust* has a clear vision to deliver *exceptional education for all*. Courtwood pupils are well-motivated and a pleasure to work with, whilst our staff are talented, 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 am very proud of what we do and what we have achieved at *Courtwood* and I hold the highest aspirations for what we will do and achieve in the future.

Within this pack, you will find a job description and person specification and details of how to apply. As part of your application, please include a statement of no more than two sides of A4, outlining how you meet the person specification and providing information and evidence of the qualities and experience you would bring to this post.

The closing date for applications is at 12.00noon on Wednesday 14<sup>th</sup> November 2018 and shortlisting will take place later that day. Interviews will be held on Tuesday 20<sup>th</sup> November. The school is committed to following policies and procedures for child protection and the security of our site in order to safeguard and promote the welfare of our children; the interview will include questions about safeguarding children and the appointment will be subject to successful DBS clearance.

Alongside the information contained here, please do also visit our website at [www.courtwood.croydon.sch.uk](http://www.courtwood.croydon.sch.uk) to find out more about our school. Having done so I hope you will feel inspired to want to join us.

Yours sincerely,

**Natasha Grant**  
**Headteacher**

## Information about *The Collegiate Trust*

Our Trust works in Crawley and Croydon, teaching children and young people from 3-19 years old and 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 Headteacher 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. We also have approval to develop a primary free school in Croydon / Sutton, and we welcomed *The Quest Academy*, *Courtwood Primary* and *Gilbert Scott Primary* into the Trust by the 1<sup>st</sup> September 2018.

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



## Key Information

Our school is located in Forestdale, South Croydon, within close proximity to Central Croydon and good transport links. We are a one-form entry school, with an ASD ELP for 14 children. We also have a woodland on site, for dedicated Forest School sessions.

We have amazing pupils and a talented team of staff and governors, who all work together to make learning fun and purposeful.

We are lucky to have many fantastic facilities for our children, including: a purpose-built Nurture room; Enhanced Learning Provision including a sensory room; a large field; Forest School Woodland, an Outdoor Classroom; pond and a specialist PE coach to deliver one PE lesson per class, per week.

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

[www.courtwood.org.uk](http://www.courtwood.org.uk)

[www.tct-academies.org](http://www.tct-academies.org)

# Our Values

## Learning Behaviours

We encourage our children to be active members of the school community and always give 100% to what they do. Our learning behaviours to be successful are:

**R**esilience  
**I**ndependence  
**P**erseverance  
**P**ractise  
**L**istening  
**E**ffort

At Courtwood we believe that each pupil has a right to the following:

### Our Rights & Responsibilities

- A right to learn -
- A right to be safe –
- A right to be treated fairly -
- A right to be happy -
- A right to be listened to -

Each class will spend time discussing with their class teacher, the responsibilities that they have alongside these rights.

## Teaching at Courtwood Primary

At *Courtwood Primary*, we do not believe that intelligence is fixed and work as a *growth mindset* school.

We use mixed attainment groups by default, but this does not mean that a group cannot be segregated for a one-off input following assessment for learning.

We remove barriers to *growth mindset* so that children:

- ✓ recognise that intelligence can continually be improved through effort
- ✓ thrive on challenge
- ✓ throw themselves into difficult tasks
- ✓ are self-confident
- ✓ ignore the sometimes lower aspirations of those in the world around them
- ✓ react to failure by trying harder
- ✓ engage in self-monitoring
- ✓ have learning goals
- ✓ like feedback on their performance so they can improve
- ✓ are not driven by rewards but by the intrinsic worth of the learning task
- ✓ value process over product (it is the learning that matters)

## Job Description

Post: 121 SEND Teaching Assistant

Responsible to: The Headteacher/SENCO

Role: **To support class teachers in the management of the classroom and the delivery of the curriculum, including children with SEND, maintaining pupil confidentiality.**

### **First Area of Accountability: 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 promote positive attitudes
- iii) To assist in maintaining an attractive learning environment
- iv) To be prepared to attend appropriate in-service training.

### **Second Area of Accountability: To secure high standards of teaching for learning**

- i) To follow the guidance of class teachers and/or the SENCO when involved in curriculum activities, seeking additional clarification, when necessary, in order to raise standards.
- ii) To support class teachers with classroom management issues e.g. setting up activities, clearing away materials, mounting and displaying children's work.
- iii) Under the direction of a class teacher, to lead small groups of children in their learning.
- iv) To organise and support the children/SEND child in areas of the school other than the classroom when necessary
- v) To assist class teachers with monitoring and recording pupil progress using existing classroom methods.
- vi) Any other reasonable request of the Headteacher or SENCO.

## Job Description

Post: Lunchtime Supervisor

Responsible to: The teacher on duty. SLT needs to be consulted over any major decisions.

Role: **To ensure that children in your care are happy, safe and well behaved**

### **First Area of Accountability: To support the ethos of the school as set out in 'Our Aims'**

- i) To ensure the well-being of the children in your care and nurture their self esteem
- ii) To promote positive attitudes
- iii) To assist in maintaining an attractive learning environment
- iv) To assist in setting up the dining hall for lunchtimes
- v) To be prepared to attend appropriate in-service training.

### **Second Area of Accountability: To secure high standards of behaviour**

- i) To follow the guidance set out in the Behaviour Policy
- ii) To organise and support the children in playing constructively together, interacting positively with the pupils
- iii) To support play leaders in their roles
- iv) To encourage the children to have good table manners and to behave appropriately in the dining hall.
- v) To act as an excellent role model.

### **Third Area of Accountability: To look after playground equipment and ensure it is kept in good order.**

- i) Check the notice board at the start of your session.
- ii) Encourage children to play safely and imaginatively with equipment and to tidy it away carefully at the end of the session.
- iii) Withdraw any equipment found to be unsafe.
- iv) Any other reasonable request of the Headteacher/senior staff on duty.

# Person Specification

## SEN Teaching Assistant/ Teaching Assistant/ Lunchtime Supervisor

	ESSENTIAL	DESIRABLE
1. Qualifications and Experience (Career Development)	Experience of working with children DBS clearance (can be post-appointment) A good standard of English and maths	NVQ level 2 or equivalent qualifications First aid certificate Qualification in a relevant area. HLTA qualification At least GCSE 'C' grade or equivalent in English and maths
2. Teaching, curriculum and assessment.	<ul style="list-style-type: none"> <li>• Ability to support a broad, rich and inclusive primary curriculum which celebrates individuality</li> </ul>	<ul style="list-style-type: none"> <li>• Can demonstrate an understanding of how children learn</li> <li>• Fluency in a second language</li> </ul>
3. Key personal qualities and characteristics.	<ul style="list-style-type: none"> <li>• Patience and the ability to stay calm under pressure or in frustrating situations</li> <li>• Lead by example to encourage adults and children to 'be the best that they can be'</li> <li>• Ability to communicate effectively both orally and in writing in a variety of settings</li> <li>• 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</li> <li>• Ability to work as part of a team</li> <li>• Ability to work independently, when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in the creative arts and music</li> <li>• Interest in sport and outdoor activities</li> </ul>

**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 and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical and attendance checks.**

## Vacancies

### **121 SEND TEACHING ASSISTANT**

**1 x mainstream approx. 29 - 30 hours per week Mon - Fri**

**Salary: 18,073.00 – 18,716.00 (pro-rata S11 to S13 (paid term time only plus holiday i.e. for 44 weeks of the year))**

#### Key requirements for this post:

- NVQ level 2 or equivalent qualifications or experience.
  - Good maths, literacy and ICT skills.
- Good understanding of how to support the learning of SEN pupils.
- Good understanding of how to support the emotional and social needs of SEN pupils.
  - Understanding of relevant policies/code of practice.

#### The successful candidate will:

- be enthusiastic, caring and well-motivated,
- demonstrate versatility, tact, commitment and the ability to use initiative,
  - be patient and able to stay calm,
- be suitably qualified for the post of teaching assistant i.e. have good basic mathematical skills and be able to communicate effectively both orally and in writing in a variety of settings,
  - be able to work as part of a team, and
  - have the ability to maintain confidentiality.

Please note that the nature of supporting children with Special Educational Needs means that if they do not need the support at some time in the future or if they leave the school, the post ceases to exist.

Courtwood is committed to safeguarding and promoting the welfare of our children. This post will be subject to a satisfactory Enhanced DBS check and references.

Closing date: 12noon on 14<sup>th</sup> November 2018. Interview date: 20<sup>th</sup> November 2018  
Tenable: December 2018.

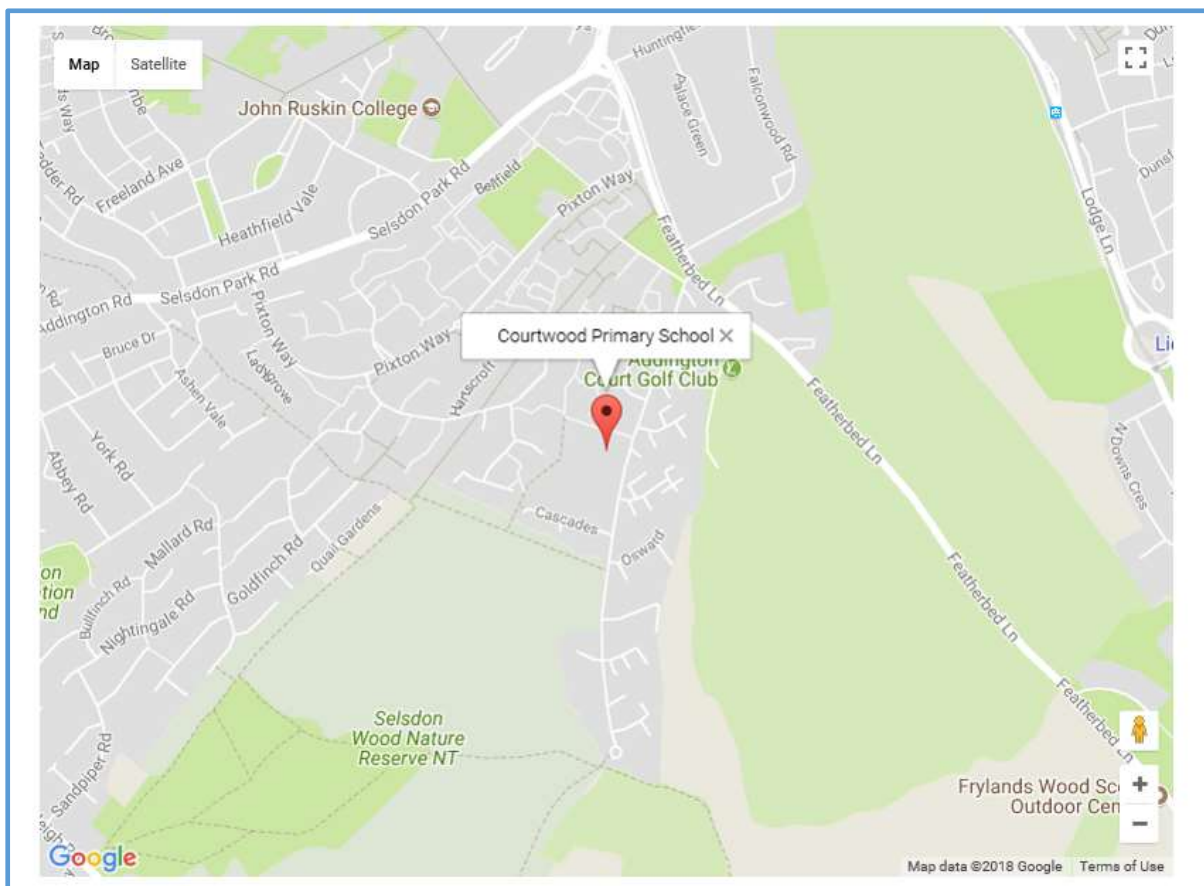


## How to find us

**By Car:** Junction 6 from the M25. The A22 is also close by.

**By Train:** The nearest station is **East Croydon Station** from where you can get a tram/bus.

**By Bus:** Route 433 with good connections to the local tram service.



**A** Courtwood Primary School  
**T** Courtwood Lane, Croydon, CR0 9HX  
**E** 0208 657 8454  
**W** [admin@courtwood.croydon.sch.uk.com](mailto:admin@courtwood.croydon.sch.uk.com)  
[www.courtwood.croydon.sch.uk](http://www.courtwood.croydon.sch.uk)