



THE REACH FREE
SCHOOL

ASSISTANT
TEACHER

CANDIDATE PACK

THE REACH FREE SCHOOL
UNIT 3, WOLSEY BUSINESS PARK
TOLPITS LANE
RICKMANSWORTH
HERTFORDSHIRE
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01923 224764

Dear candidate,

Thank you for expressing an interest in this position. It is an exciting time at The Reach Free School as we build upon the strengths identified in our 2015 Ofsted report. Attracting the very best staff is the most effective way to grow and it is important for us as we move closer to our first set of GCSE results and into our new permanent home.



Over the next 18 months our new school will be constructed, and we will move to these new premises at the heart of the community that we serve. Alongside this exciting development, we continue to ensure that our pupils progress faster than the rate expected nationally, putting them on course for excellent GCSE results in 2018. Our fourth cohort of pupils joined us in September 2016, adding a further 120 pupils to our school community, and now is the time for us to add capacity to our collaborative, resourceful and innovative teaching team.

If you have the vision and passion to contribute to expanding our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher

The School

The Reach Free School is an 11 to 19 school in Rickmansworth, which serves pupils of all backgrounds and abilities. Opened in September 2013, the school was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.

All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:

- o Commit their best efforts to all that they do
- o Support each other to achieve their potential
- o Work with their teachers to exceed their goals
- o Demonstrate exemplary behaviour in all that they do
- o Take pride in their school and its community within its walls and beyond
- o Enjoy learning

The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are very much involved in the school's wider responsibilities, developing skills in leadership and decision making, communication and collaboration and independent, self led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School and it is important that our pupils recognise their own responsibilities as members of the community. It is this that underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum is designed, first and foremost to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil in order for them to maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 120 pupils in each year, The Reach Free School will remain a close-knit environment, even when full. This will ensure a strong sense of community within the school.

Transition – Each of the four classes in Year 7 benefit from a dedicated Assistant Teacher for the whole first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. This eases the transition from primary to secondary school for the children, and helps us to understand each child as an individual.

Focus on English and Mathematics – The school specialises in English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

Community Common Room – Once a week, all pupils work in groups towards a shared goal for the local community. Working together on a community project develops our pupils as creative, confident and proactive individuals.

New Technology – All pupils and teachers at The Reach Free School are encouraged to utilise the latest technology to learn and teach in innovative and creative ways.

School Dog – We are fortunate to have Scout, our school dog, with us every day. She supports pupils with their reading and is a friendly face for all pupils, staff, and visitors.



Expectations

At The Reach Free School we expect all non-teaching staff members to:

- Maintain the highest standards of integrity, attention to detail and customer service
- Be driven to create transparent, seamless, user-friendly systems which aid the running of the school
- Be committed to supporting other staff members to ensure the best outcomes for all pupils at the school
- Be willing to contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges

In return, we offer non-teaching staff members:

- The freedom and flexibility to carry out their role in a positive working environment
- The opportunity to gain and develop a broad set of skills
- The chance to be part of a pioneering team, creating a fantastic school to serve its local community

The Local Area

The school has been borne out of the need for more education provision in the Mill End, Maple Cross and Rickmansworth area. We are now in the design phase for our permanent site, having agreed terms to purchase the land. This will be a purpose-built, brand new school, designed to our specification.

The school is currently located in a former office building, converted to the highest standards. All classrooms boast state-of-the-art ICT facilities, along with enviable space and new furniture. We welcome visits to the school to see our facilities.



Job description

Job Title:	Assistant Teacher
Reports to:	Pupil Support Coordinator/Assistant Headteacher
Salary:	£17,600 (39 teaching weeks, plus two weeks in school holidays)

Overall responsibilities:

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress, make positive contributions to the school community and enjoy their learning.

Main duties

An Assistant Teacher at The Reach Free School is responsible for the social and emotional wellbeing of either their own year 7 class, assisting subject staff in delivering personalised support and challenge for those pupils across the curriculum, or targeted pupils as named by the Pupil Support Coordinator. In all that they do, Assistant Teachers support and uphold the ACE ethos of the school – achievement, community and enjoyment.

Achievement:

- Work with teachers to assess the needs of individual pupils
- Observe, record and feedback information on pupil progress
- Assist with whole class teaching
- Assist in the design, implementation and review of Individual Education Plans for specific pupils
- Support, both as directed and through own initiative, groups of or individual pupils
- Use ICT to enhance the quality and variety of teaching and to support pupils in utilising this key tool in their own learning
- Monitor and manage the attendance and punctuality of pupils in their class, to school and to lessons

Community:

- Promote inclusion and acceptance of all pupils
- Ensure classroom and corridor displays of pupils' achievements are current and in excellent repair
- Liaise with parents, guardians and carers to maximise pupil wellbeing and achievement
- Attend regular meetings and training as required
- Assist with behaviour management in and outside of the classroom for all pupils
- Supervise pupils in line with the supervision duty rotas
- All staff should share their talents, skills, ideas and enthusiasms for the benefit of the whole school and should be ready to accept responsibilities that extend beyond the classroom

Enjoyment:

- Create a happy, secure and stimulating learning environment for their class
- Have a sympathetic understanding of every child's needs in their class
- Maintain pupil and family confidentiality
- Run extra-curricular activities and participate in trips and visits
- Secure high standards of behaviour in line with the School's Code of Conduct and Behaviour Policy
- Attend to personal professional development and ensure keeping abreast of national, local and school initiatives and best practice

Wider Responsibilities

All Assistant Teachers at The Reach Free School:

- Deliver extra-curricular activities
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Carry out other tasks commensurate with their position, as directed by the Senior Leadership Team

Job context

The Reach Free School welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils. Assistant Teachers have a responsibility for the pastoral wellbeing and achievements of all pupils in their class and are supported in that role by their line manager.

The Academy Trust endeavours to make any necessary, reasonable adjustments to the job and working environment, to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

Review of duties

The specific duties attached to any individual Assistant Teacher are subject to annual review and may, after discussion with the Headteacher, be changed.

Salary

The starting salary for an Assistant Teacher is £17,600 per annum. This is based on daily working hours of 8.00am until 4.30pm, working 39 teaching weeks of the year, plus two weeks in the school holidays, to be arranged in conjunction with the Deputy Headteacher.

Person specification

Assistant Teacher

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">• GCSE Maths and English (grade A*-C) or equivalent• Right to work in the UK	<ul style="list-style-type: none">• Education to degree level• Qualifications relevant to extra-curricular activities
Personal characteristics	<ul style="list-style-type: none">• Genuine passion and a belief in the potential of every pupil• Helpful, positive and calm nature• Ability to follow instructions but make good judgements and lead when required	<ul style="list-style-type: none">• An interest in music and the ability to play an instrument• An interest in sporting activity and the ability to play a sport to a good level
Skills and Abilities	<ul style="list-style-type: none">• Ability to motivate, inspire and support all pupils to achieve and succeed• Ability to reflect and develop your practice for the benefits of all learners• Ability to solve problems and make decisions• Ability to work collaboratively• Able to communicate with a wide range of audiences, both verbally and written• Commitment to The Reach Free School's core values of achievement, community, and enjoyment (ACE)• Good numeracy and literacy skills• Confident and competent use of ICT	<ul style="list-style-type: none">• Training in child protection• Training in first aid• The ability to speak another language
Other qualities	<ul style="list-style-type: none">• Awareness of health and safety requirements related to the role• A flexible approach to working patterns and expectations, understanding the evolving nature of the role and school• A desire to succeed in all aspects of the job• A commitment to the promotion of health, safety and safeguarding of children	

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: sberman@reachfree.co.uk
- By post to: The Reach Free School,
Unit 3,
Wolsey Business Park,
Tolpits Lane,
Rickmansworth,
Hertfordshire,
WD18 9BL

Once your application has been received it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 224764 or via email at sberman@reachfree.co.uk

Closing date for applications: Wednesday 30th November 2016
Interviews to take place: December 2016

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & Confidential' for the Headteacher. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.