



The Collegiate Trust
Exceptional Education for All

LEARNING SUPPORT ASSISTANT

Information for Applicants

Academy	<i>The Quest Academy, South Croydon</i>
Required	1st November 2021
Salary	TCT S6 – S9 Full Time Salary (£20,553 - £20,704) <i>Pro-rata for term time only, the actual salary is: £17,470.05 - £17,598.40</i>
Closing Date	Monday 27th September 2021
Interviews	As applications arrive



Welcome



Dear Applicant

A very warm welcome to the Quest Academy. We are a great place to begin or further your teaching or support staff career.

At the Quest we know that having great people is our biggest asset and we work very hard to make sure that the posts we offer, the professional development we provide and the environment we create are the cornerstones of a highly successful Academy on a journey from 'good' to 'outstanding'.

As a new or experienced colleague, you'll be joining an Academy which has already demonstrated considerable success. In the main Academy all of our students make excellent progress that is above the national average by the end of Year 11 (our Progress 8 figure is +0.25 as an average over the last 3 years) and in our thriving Sixth Form, Quest6, nearly all of our students pass every subject (98%+ A*-E in 2018, 2019 and 2020) and an impressive record of sending almost every student to University, including Oxbridge.

I know that the atmosphere at the Academy and the climate in the classroom are key considerations for staff. At the Quest we have created a disciplined environment where you can share the passion of your vocation with well-behaved and curious learners. Levels of attendance are above the national average because our students enjoy coming to school and we have very well-crafted systems of support in place to make sure there is no distraction from learning in the classroom.

We also believe we are outstanding in the support we provide for staff development. We have achieved the 'CLPD Gold Mark' for our professional development work. We run in-house training sessions every week to update and further our colleague's skills and we offer part-time taught Masters and Doctoral programmes for more experienced teaching staff.

We are also very fortunate to occupy a stunning 17 million pound building with extensive grounds which we moved into in 2014. Every teaching area is brand new and across the campus we have invested in nearly one million pounds of cutting edge IT equipment to support great learning.

Geographically we are ideally located just 15 minutes from the M25, forty minutes from central London by train and Croydon itself is undergoing major investment as a place to work and live. Rents are relatively low for London and the town centre, with venues such as Boxpark and the Southend restaurant quarter, mean there is always something to do.

I do hope that our vacancy will be of interest to you. We welcome visits at any time to see us at work so that we can show you all of this in person.

With best wishes

A handwritten signature in black ink, appearing to read 'A Crofts', written over a white background.

Mr A Crofts
Principal



Key Information

The Quest Academy is committed to ensuring that each student succeeds academically and personally. Our motto, *Learning Changes Lives* (Eruditio Vitas Commutat) reflects our belief in the importance of our work. We are committed to making sure that every student makes outstanding progress. We have high expectations of every student, offer the best quality teaching and insist on the highest standards of behaviour and respect.

The Quest is a positive, rich and innovative learning environment where every student can achieve excellence in all that they do, in the classroom and beyond it.

We offer a wide range of enrichment activities to extend learning in a range of contexts and promote leadership, teamwork, reflection, confidence and high self-esteem.

We are constantly searching for new ways to encourage participation and service to others as the basis for the development of lifelong learning and a happy and successful life.

Our strength comes from strong partnerships: with our parents, the community we serve and the close links we have with the Collegiate Trust. Together we have extensive experience and expertise to guide our work.



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

www.thequestacademy.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 *Gilbert Scott Primary* joined the Trust on 1st 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 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.

Our Values

Strong moral values underpin the ethos of The Quest Academy. We welcome students from a wide range of cultural and faith backgrounds and expect all families to value and support the moral values at the heart of all aspects of life at The Quest Academy.

We foster understanding, tolerance and mutual respect whilst producing confident, capable and respectful young people. At all times, we aim to create an environment that nurtures and develops:

- Integrity
- Compassion
- Respect
- Tolerance
- Kindness
- Courage
- Generosity
- A life-long love of learning

These values make The Quest Academy a positive and inclusive community in which all students feel safe, valued and part of the family.



Quest6

Students at The Quest Academy's 6th Form, Quest6, have excelled across the range of courses that are on offer. For many years now students have achieved at least a 98% pass rate at A Level and every single Sixth Form student has now gone on to further study.

Students at Quest6 (and staff) have access to cutting-edge, state-of-the-art facilities that – for at least the foreseeable future – are arguably the best that Greater London has to offer. A dedicated social study area, seminar-style teaching rooms, brand new technology as well as access to all of Quest's new buildings ensure that current and future Quest6 students will learn in a modern, peaceful, exceptional education environment.



Job Description

Job Title: Learning Support Assistant

Accountable To: Principal & Governing Body

Responsible To: AENCO



RESPONSIBILITIES

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

OVERALL RESPONSIBILITY

1. Assume overall day to day responsibility for a named statemented student and all of their academic and pastoral needs whilst at the Academy
2. Work with a named statemented student, providing appropriate one-to-one support for them in all of their classes and social times as the statement dictates
3. Act as the 'key worker' for the statemented student and coordinate communication with family and external agencies as appropriate
4. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

DUTIES

Supporting Learning – Supporting Teachers

1. Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending meetings where there are items relevant to the named statemented student on the agenda
2. Support and complement the work of Teachers by:
 - Planning with the Teacher and preparing practical resources for the lessons that the named statemented student will use such as apparatus, differentiated worksheets or visual aids.
 - Responding to individual needs by personalising resources for the named statemented student.
 - Supporting the Teacher in behaviour management and reinforcing agreed rules in working with the named statemented student.
 - Formulating, with the AENCO the detailed operational IEP for the named statemented student and monitoring its implementation and review.
3. Set homework regularly, (in accordance with the Academy homework policy), to consolidate and extend learning and encourage students to take responsibility for their own learning.
4. Work with EAL/AEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.

5. Support individual learning, including students on the subject gifted and talented register, by planning work with appropriate challenge and monitoring and reviewing student outcomes regularly.
6. Work with and act upon guidance provided by Teachers and other professionals such as Speech Therapists and Educational Psychologists.
7. Liaise regularly with the Teachers of the named statemented student regarding progress, any concerns or any difficulties with accessing work and/or resources.
8. Arrive in class, on or before the start of the lesson.
9. In accordance with the Academy's policies and procedures, report to the appropriate Teacher any incidents of disruptive or unacceptable behaviour by the named statemented student that may not be known to the Teaching staff.
10. Set a good example in terms of personal presentation, attendance and punctuality.

Supporting Learning - Supporting a Statemented Student

1. Assist in the promotion of development and learning (physical, emotional and behavioural) of the named statemented student
2. Be familiar with a range of teaching resources and strategies suitable for the needs of the named statemented student
3. Contribute to the Academy's Enrichment Programme as indicated within the Academy Improvement Plan, e.g. by assisting on Academy educational visits and various activities.
4. Respond to questions from the named statemented student about the content of the lesson being taught and their progress
5. Respond to all of the named statemented student's needs: e.g. by preparing and using specialist materials to support them and promote rapid progress in their learning.

Behaviour, Guidance and Support for a Statemented Student

1. Provide support for the named statemented student (if they have specific behavioural needs).
2. Assist the named statemented student on arrival, during movement time and on departure from Academy.
3. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported concerning the named statemented student.
4. Support all members of staff in providing a safe learning environment.

OTHER REQUIREMENTS

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Development Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.

Person Specification

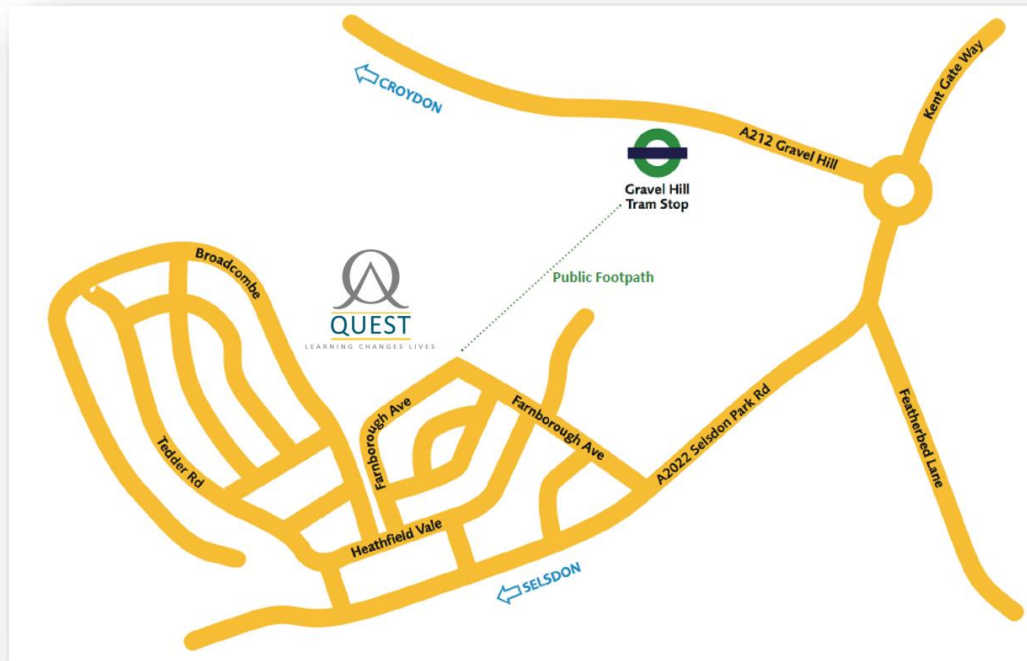
Qualifications
GCSE English & Maths to grade 4/C or equivalent
Evidence of further training and development in the pastoral field an advantage
Reliability and punctuality
Accuracy and attention to detail
A flexible approach to work.
Ability to work alone or as part of a team
Ability to keep calm under pressure
Common sense
Ability to be firm and fair at all times
Experience
Experience would be preferred but full training can be given if necessary
Skills and Attributes
Integrity
Confidentiality
Calm and patient manner

***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.

How to Find Us



By Car:

If you are travelling by car, The Quest Academy is located on Farnborough Avenue which is off of the A2022, Selsdon Park Road. If you are coming from the M25 junctions 7 (Croydon), 6 (Caterham) or 4 (Orpington) provide easy access to Selsdon.

By Train

The nearest mainline station is East Croydon. You can then take either a number 3 tram (toward New Addington) and alight at Gravel Hill or one of the several buses that serve the area: 433, 130 or 466.

By Tram

There is a wide footpath (keep to the right hand side) which runs from the tram stop past the back of John Ruskin College, Gilbert Scott Primary School and Red Gates School, finishing in the corner of Farnborough Avenue. This walk takes about 12 minutes. The Academy is located on the right-hand side of Farnborough Avenue.

By Bus: Bus routes: 433, 64, 130, 466, 359.

The Quest Academy
Farnborough Avenue, South Croydon, CR2 8HD
☎ 020 8657 8935
✉ office@thequestacademy.org.uk
💻 www.thequestacademy.org.uk