



The Collegiate Trust
EXCEPTIONAL EDUCATION FOR ALL

SEND TEACHING ASSISTANT & LUNCHTIME SUPERVISOR (FIXED-TERM)

Information for Applicants

Academy Courtwood Primary, Croydon

Required October 2023

Salary TCTS9, £23,296 (*pro-rata*) Fixed Term (October 2023 to August 2024) 24 hours weekly term time only (Mon to Fri) including lunchtime cover

Closing Date Monday 9th October 2023 at 12noon

Interviews Week beginning Monday 16th October 2023



Welcome

Dear Applicant

Thank you for your interest in the post of SEND Locality Funded Fixed Term Teaching Assistant. 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 over 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.

Whether you are at the very beginning of your career or are looking to develop your experience, a school within *The Collegiate Trust* is a great place for professional growth. 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 may be right for you. To submit an application, please complete the form on the Trust website <https://tct-academies.org/vacancies/> 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, I would be pleased to speak with you; please feel free to email me via admin@courtwood.org.uk

Yours sincerely,

Mrs N Grant
Principal



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.

| | |
|--------------------------|-----------|
| Teachers | 13 |
| Education Support | 31 |
| Administration | 3 |
| Premises | 4 |

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

| | |
|--------------------|------------|
| ELP KS1/KS2 | 14 |
| Reception | 30 |
| Year 1 | 30 |
| Year 2 | 28 |
| Year 3 | 27 |
| Year 4 | 29 |
| Year 5 | 30 |
| Year 6 | 30 |
| Total | 218 |

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.

| | |
|-------------------------|---------------|
| Principal | Natasha Grant |
| Deputy Principal | James Howland |

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

www.courtwood.org.uk

www.tct-academies.org



Information about *The Collegiate Trust (TCT)*

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 | 218 | 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 eight schools (three 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:-

- ✓ Two-week October half term (instead of 5 INSET days)
- ✓ Well-equipped staff rooms and work rooms
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ Free Microsoft Office apps
- ✓ Staff diner (hot and cold meals every day)

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.

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:



Resilience
Independence
Perseverance
Practise
Listening
Effort

At Courtwood each pupil has a right to the following:

- 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 School

We use a variety of teaching methods including both mixed and matched ability groups. Assessment for learning is essential to our approach to understanding our pupils' needs and have the best impact on their 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)

Schedule for Appointment

| | |
|---------------------|--|
| Advert | <i>Monday 25th September 2023</i> |
| Closing Date | <i>Monday 9th October 2023 at 12noon</i> |
| Interview | <i>w/b Monday 16th October 2023</i> |

Job Description - SEND Teaching Assistant

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

Reporting to: Senior Leadership Team

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 Class Teacher.

Person Specification - SEND Teaching Assistant

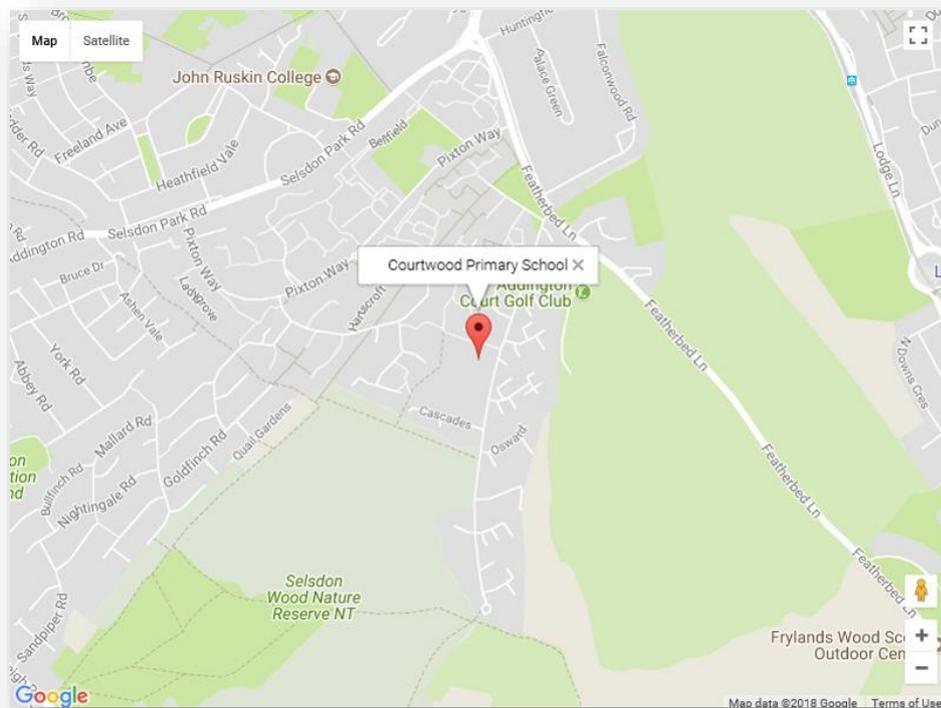
The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.

| Qualifications | |
|---|--|
| ESSENTIAL | DESIRABLE |
| <ul style="list-style-type: none"> • Experience of working with children DBS clearance (can be post appointment) • A good standard of English and maths | <ul style="list-style-type: none"> • 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 |

| Experience | |
|--|--|
| ESSENTIAL | DESIRABLE |
| <ul style="list-style-type: none"> • Effective working with young people of a range of ages and abilities • Ability to support a broad, rich and inclusive primary curriculum which celebrates individuality | <ul style="list-style-type: none"> • Can demonstrate an understanding of how children learn • Fluency in a second language |

| Skills & Attributes | |
|---|---|
| ESSENTIAL | DESIRABLE |
| <ul style="list-style-type: none"> • Patience and the ability to stay calm under pressure or in frustrating situations • Lead by example to encourage adults and children to 'be the best that they can 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 | <ul style="list-style-type: none"> • Interest in the creative arts and music • Interest in sport and outdoor activities |

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.

Courtwood Primary School
Courtwood Lane, Croydon, CR0 9HX

📞 020 8657 8454

✉ admin@courtwood.org.uk

💻 www.courtwood.org.uk