



The Collegiate Trust
Exceptional Education for All

Teaching Assistant & Lunchtime Supervisor

Information for Applicants

Academy	Gossops Green Primary School, Crawley
Required	Teaching Assistant and Lunchtime Supervisor <i>January 2024 or as soon after</i>
Contract	5 Days per week Hours of work: 8.30am to 3.15pm as a Teaching Assistant, which includes one hour per day as a Lunchtime Supervisor Total hours: Teaching Assistant – 26.25 hours per week Lunchtime Supervisor - 5 hours per week
Salary	Paid term time only plus holiday i.e. for 45.2 weeks of the year Teaching Assistant: PF3 £22,737 (pro-rata actual gross: £14,411 pa); Lunchtime Supervisor: PF2 £22,366 (pro-rata actual gross: £2,700 pa); Total salary £17,111 pa (actual gross)
Closing Date	Wednesday 3rd January 2024 (12 noon)
Interviews	Monday 8th January 2024



Welcome



Dear Applicant

Thank you for your interest in the post of **Teaching Assistant & Lunchtime Supervisor**. 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, as a large primary school, we are able to offer a comprehensive professional development package to ensure that colleagues are provided with the best support to fulfil their role.

Opened over 60 years ago, Gossops Green Primary School is an established and important part of our local community. We joined *The Collegiate Trust* and converted to academy status on 1st November 2016 and have benefited from the support which that brings. The Collegiate Trust has a clear vision to deliver *Exceptional Education for All*. Our pupils are well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. Our excellent 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. Ofsted recognises the high-quality provision at Gossops Green Primary and we achieved an overall 'Good' with 'Outstanding' for our EYFS provision and Leadership and Management. I am very proud of what we have achieved at Gossops Green 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 staff have many opportunities to develop skills and extend their professional learning through a regular and varied programme of professional development. 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 Trust may be right for you. To submit an application, please complete the form on the Trust website (<https://tct-academies.org/vacancies/>).

If you have any further questions about this post or would like to arrange a visit prior to the closing date, please do call the school to arrange this. Our Deputy Principal, Mr Mark Warwick, will be happy to discuss the role further with you.

Yours sincerely

Mrs S Dunne
Principal

Key Information

Our school is located in Gossops Green, a neighbourhood in the north-west of Crawley in West Sussex. We are a friendly, 3-form entry school and a vibrant and busy community, which our pupils value and in which they can thrive. We take up to 90 children per intake and year teams work incredibly closely together to ensure consistency and to support each other. Nurture is incredibly important to us and we have a dedicated Nurture Team who work with pupils and staff to develop and enhance wellbeing and to break down emotional barriers to learning for pupils. We pride ourselves on providing excellent support for children with SEND and have a highly skilled SEND team who provide advice and expertise.

We are lucky to have lots of fantastic facilities for our children. Our grounds include a large field, 4 playgrounds, large Reception and Year 1 outside areas and a sensory garden. Inside we have a sensory room, dedicated computing suite, music room and Nurture spaces, as well as spacious classrooms and two large halls.

We believe in enhancing our curriculum with events and activities. Last year, these included: Children in Need, World Book Day, Christmas performances, Easter Bonnet Parade, a Ukrainian Day, a Coronation performance and a summer picnic. Our exceptional music curriculum has been awarded the prestigious Music Mark for two years in a row; the first school in Crawley and only the second in West Sussex to achieve this, and our exemplary extra-curricular Schools Games provision has also been awarded a Gold Mark.



Current numbers:	
Nursery	N/A
Reception	84
Year 1	79
Year 2	79
Year 3	88
Year 4	78
Year 5	80
Year 6	88
Total	576

Teachers	35
Professional services	34

Principal	Mrs Sarah Dunne
Deputy Principal	Mr Mark Warwick
Assistant Principals	Mrs Debbie Bullen Miss Lucy Gianella (KS2) Mrs Danni Williamson (KS1)

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

www.gossopsgreen.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	213	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:-

- ✓ Exceptional performance rewards
- ✓ Cutting-edge technology provision
- ✓ Staff Diner (delicious hot and cold meals every day)
- ✓ Free use of Fitness Suite
- ✓ Other fitness and wellbeing activities, e.g. Staff Football, Yoga, Spin, Staff Choir
- ✓ Free Flu Vaccination available
- ✓ Free Microsoft Office apps
- ✓ Potential for rapid pay progression on The Collegiate Trust scale
- ✓ Contribution to cost of Masters in Education
- ✓ Superb ECT Induction Programme including two-week paid training in June/July
- ✓ A designated delivery partner for the National Professional Qualifications (NPQs)
- ✓ In partnership with St Mary's University, facilitating the delivery of the MA Education, Leading Innovation and Change
- ✓ Free access to Employee Assistance Programme

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.

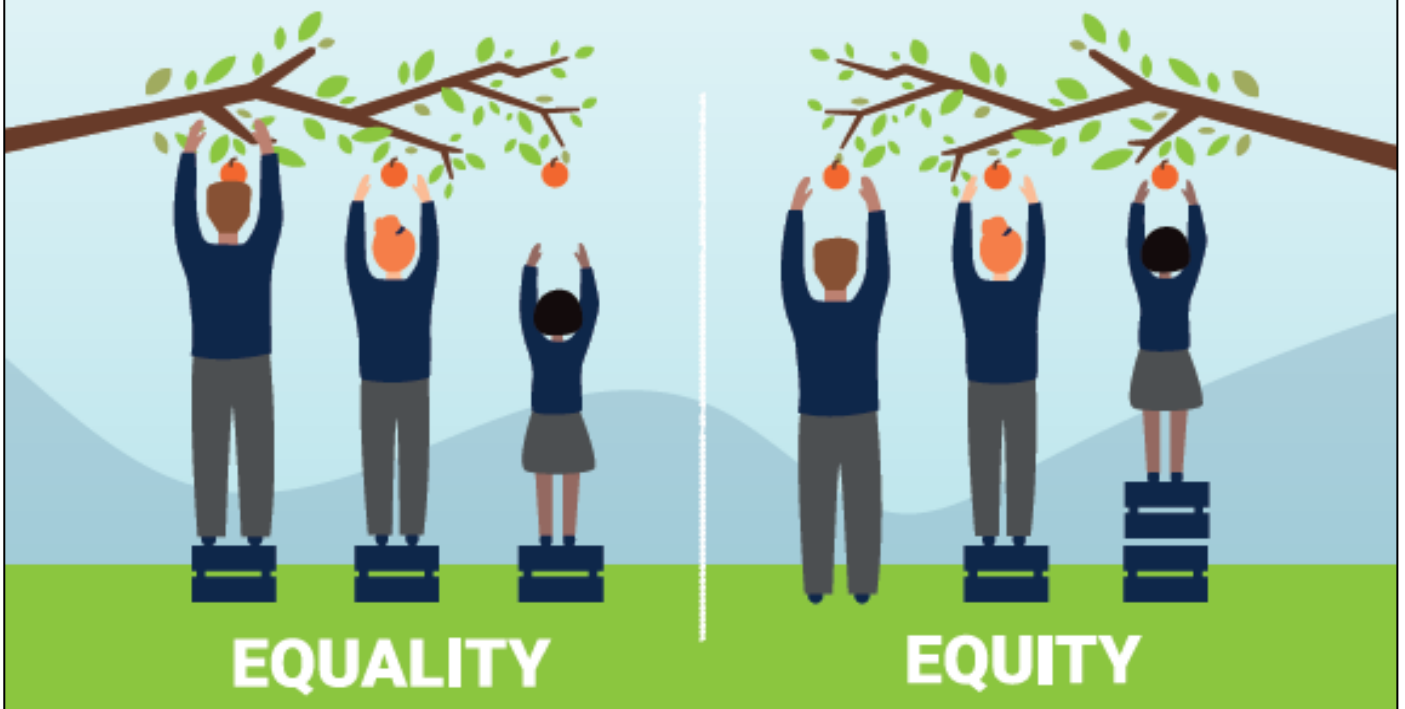
The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including online checks, checks with past employers and the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



OUR VISION

'Delivering equity through education, nurture and ambition'

At Gossops Green Primary School, we believe that every child has the right to succeed, to meet their full potential and to understand that high aspiration and dreams are rightfully theirs to own and pursue, whatever their starting point in life might be.



OUR CORE VALUES

At Gossops Green Primary School, we develop and nurture our characters, talents and skills through our '3 Rs' of:



R Respect
R Resilience
R Responsibility



1. We **RESPECT** our school, our families, our local community and the wider world. We learn that self-respect helps us to be the best versions of ourselves.

2. We develop **RESILIENCE** to nurture strength of character and the ability to face challenges with determination and tenacity. We learn that the most important thing is not to give up but always try our best.

3. We are empowered with **RESPONSIBILITY** and commit with head, heart and hands to make a positive difference. We learn that we have a responsibility to make our world a better place.

Learning at its most ambitious: our Gossops Green Curriculum

Our excellent curriculum is driven by four over-arching key themes, which we believe unlock the unique potential that all children at Gossops Green possess:

Spiritual, Physical and Emotional Wellbeing



During their time at Gossops Green, our children learn that they are highly valued and important. They are encouraged to develop their own opinions, ideas and thoughts, whether this be about local or school issues or events in the wider world. They learn that their bodies and minds are unique, amazing creations which need to be looked after and nurtured so that they can perform to their best ability now and for a whole lifetime. Our children are enabled to express their feelings, beliefs, show empathy for others and be aware of their own physical and emotional wellbeing. They learn to develop resilience and an inner strength to manage their feelings and cope with the many challenges they may face. Ultimately, our children learn to appreciate their own strengths and attributes, to be proud of who they are, their communities and heritage and to take joy from the lives they experience.

Knowledge, Skills and Understanding



Our children experience an exciting, creative and ambitious curriculum which develops not only their academic knowledge but essential skills such as reasoning, problem solving and academic perseverance. Our bespoke Gossops Green Curriculum Maps ensure that learning is carefully sequenced so that children's learning is linked to what has gone before and built upon. This ensures that knowledge moves to long-term memory so that children retain a deeper understanding of all they are taught. They become confident communicators who aspire to read widely, develop maths fluency and are able to articulate their knowledge across a wide range of subjects. In an ever-changing world, our children understand and use digital platforms with sensitivity, intelligence and full awareness of technology's power to enhance communication.

Belonging – Local and Global



Our children learn to develop an appreciation of others; their needs, beliefs, values and cultures. This empowers them to challenge stereotypes, bias and discrimination. Our children are taught to be proactive in addressing inequalities and they learn to recognise that they have the agency to make a difference. Our children recognise that all positive change starts with one small step and that working together as a team is often more effective than trying to work as an individual. Gossops Green children are taught the importance of contributing positively to the local and wider community and understand the concept of collective responsibility for their class, their school and the wider world beyond Gossops Green.

Lifelong Learners



Our children learn that their time at our school is just the beginning of a lifelong, educational journey. Children are taught to value learning in all its many guises, from academic knowledge to learning how to lead a team, to problem solve, to work independently and to be resilient in the face of disappointment and not let this ever define their future. Ultimately, our children learn to be critical thinkers, questioning and evaluating the world around them and leaving Gossops Green with a thirst for knowledge, quizzical minds and a life-long love of learning.

Job Description

Post: Teaching Assistant & Lunchtime Supervisor

Reporting to: Assistant Principal of key stage and/or Early Years Leader

Principal Accountabilities:

a) To support the ethos of the school

- *To ensure the well-being of the children in your care and nurture their self esteem*
- *To model and promote positive attitudes*
- *To promote and adhere to the behaviour policy of the school*
- *To assist in maintaining an attractive and calm learning environment*
- *To be prepared to attend appropriate supervision and in-service training*
- *Any other reasonable request of the Principal*
- *To act as an excellent role model*
- *Managing pupil anxiety and behaviour*
- *Meeting personal care and medical needs, where required*

b) To support effective learning

- *Work in collaboration with the teaching team*
- *Take responsibility for delivering teaching groups of children or 1:1*
- *To prepare resources as directed*
- *Liaise with family and carers as appropriate in relation to learning*
- *Mark and respond to children's work*
- *Supporting the least able pupils and stretching the most able pupils using scaffolding, prompting and modelling*
- *Explaining teacher feedback to pupils*
- *Breaking down, recapping and adapting the teacher's content or tasks appropriately for individual pupils*

c) To support effective lunch and break time provision

- *To assist in supervising lunch and break duties*
- *To organise and support the children in playing constructively together, interacting positively with the pupils*
- *To support the play managers and play leaders in their roles during lunch*
- *To encourage the children to have good table manners and to behave appropriately in the dining hall*
- *To encourage children to play safely and imaginatively with equipment and to tidy it away carefully at the end of the session*

Person Specification – Teaching Assistant and Lunchtime Supervisor

Qualifications and Experience	
Essential	<i>A good standard of English and maths</i>
	<i>Ability to support a broad, rich and inclusive curriculum which celebrates individuality</i>
Desirable	<i>Experience of working with Early Years children</i>
	<i>Experience of working with KS1 and/or KS2 children</i>
	<i>Experience of working with children with SEND/additional needs</i>
	<i>An understanding of how children learn</i>
	<i>First aid certificate</i>
	<i>Fluency in a second language</i>
	<i>Qualification in a relevant area – an HLTA qualification in particular</i>
	<i>At least GCSE 'C' grade or equivalent in English and maths</i>

Key personal qualities and characteristics	
Essential	<i>Patience and the ability to stay calm under pressure or in frustrating situations</i>
	<i>Lead by example to encourage adults and children to 'be better than they thought they could be'</i>
	<i>Ability to communicate effectively both orally and in writing in a variety of settings</i>
	<i>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</i>
	<i>Ability to work as part of a team</i>
	<i>Ability to work independently, when appropriate</i>
Desirable	<i>Interest in the creative arts and music</i>
	<i>Interest in sport and outdoor activities</i>

How to find us

By Car:

Please see map.

Parking is available on and off site on the roads surrounding the school. Please do not obstruct the residents' garages.

By Train:

The nearest station is **Ifield Station** (see map).

By Bus:

Bus routes: 3 and 200, disembarking at Gossops Green Parade (shops)



Gossops Green Primary School

Kidborough Road, Gossops Green, Crawley RH11 8HW
01293 525449

office@gossopsgreen.org.uk
www.gossopsgreen.org.uk