



The Collegiate Trust
Exceptional Education for All

Learning Coach/Teaching Assistant –
Level 1/Level 2

Information for Applicants

Academy	<i>Waterfield Primary School, Crawley</i>
Required	September 2022 – Fixed for one Term (initially)
Salary	Level 1 - TCTF6 £14,132 – TCTF14 £15,203 (actual), TTO, 32.5 hrs pw Level 2 – TCTF15 £15,445 – TCTF19 £16,671 (actual), TTO, 32.5 hrs pw Level 1 - TCTF6 £14,132 – TCTF14 £15,203 (actual), TTO, 22.5 hrs pw Level 2 – TCTF15 £15,445 – TCTF19 £16,671 (actual), TTO, 22.5 hrs pw
Hours	8:30am – 3:30pm (32.5 hours per week) Mornings only available 8:30am – 1:30pm (22.5 hours)
Closing Date	18th July 08:00 Interviews As received or W/C 18.07.22





The Collegiate Trust
Exceptional Education for All

Our Partnership of Academies

The Collegiate Trust exists to improve education in Crawley, Croydon and surrounding areas. We work in partnership with academies whose values and approaches align with ours, and who want to work collaboratively within a forward thinking and ambitious organisation.

Academies in The Collegiate Trust

- maintain a strong individual identity within a powerful local partnership
- work collaboratively to improve education in each of our partner schools
- achieve value-for-money on highly cost-effective services delivered through the Trust
- have the opportunity to contribute to the development of outstanding new provision where it is needed, through the free schools programme
- drive forward standards within their school under a well-supported but autonomous Principal and a strong Local Governing Body
- deliver our mission of **Collaboration to Deliver Exceptional Education** and achieve our vision of **Exceptional Education For All**



Our Vision

Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments.

Such an exceptional education has three features:

- A rigorous academic education which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of creative learning experiences which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of personal qualities and skills through the rich curricular and extra-curricular work in the academy and beyond, developing successful adults who respect each other and their surroundings

Welcome



Dear Applicant

Appointment of Learning Coach at Waterfield Primary School

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

The role of Learning Coach forms an integral part of our school. At Waterfield Learning Coaches act in a role similar to that of the traditional teaching assistant: monitoring, supporting and providing care to children across the school. Collaborating with the teaching team, and under the direction of the Assistant Principal/Phase Lead, you will be responsible for instigating, supporting and monitoring learning opportunities in an inspiring and safe environment. Learning Coaches can work across any year group/key stage and/or may be assigned to also support key children. On this occasion, we are looking to employ a Learning Coaches across the primary age range – interest will particularly be shown for candidates who have experience working with children with SEND, Year 5-6 or indeed with younger children. We have the potential to review applications for both a Level 1 Learning Coach, or for an exceptional candidate with experience a Level 2 position. Please indicate in your application the age ranges you have experience working with and where you have been most successful.

Waterfield is a friendly, caring school with high expectation for all our pupils. We aim to provide a lively, creative curriculum to challenge and motivate our pupils through a range of exciting learning opportunities both within and outside the classroom. The staff endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued.

We are very fortunate to be situated beside a large millpond which provides a wealth of opportunity for first-hand experiences and environmental and conservation education. We also have a brand new building, completed in 2017, which provides an extended hall, reception area, library and a modular building with four additional classrooms. However, our greatest resource is our dedicated staff who work tirelessly to provide the best teaching and learning experience for each child. The Waterfield team works well because all students, teachers, support staff, Governors, parents and carers play a major role in raising standards, aiming high to achieve the best we can for all our pupils. We want our pupils to enjoy coming to school and to be enthusiastic about their learning. We will nurture and encourage pupils and hopefully, inspire them to be active participants in their own development. Waterfield was judged to be GOOD by OFSTED.

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. We are very proud of what we do and what we have achieved at *Waterfield* and 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. Colleagues have many opportunities to

develop skills and extend their professional learning through an extensive 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 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. Please specify if you are applying for the full time or mornings only vacancy (or indeed are flexible on both) If you have any further questions about this post or would like to arrange a visit prior to the interview day, I would be pleased to speak with you; please feel free to telephone me at Waterfield.

We hope that after reading the information provided here, researching the Trust, visiting the school, and reflecting on the tremendous opportunity this role offers, that you will submit an application. Should you choose to do so we look forward to receiving and considering it fully.

Yours sincerely



Dr Harry Hope

Principal, Waterfield Primary School



Mr G Smith

CEO – The Collegiate Trust

Key Information

Waterfield Primary is a school of approximately 300 pupils, set on a spacious and attractive site.

Teachers	18
Education Support	14
Administration	3
Premises	1

Our school benefits from a talented and highly committed team of staff, with a strong combination of experienced and newer colleagues. The development of staff is a key feature of our work and we collaborate closely with other local schools and look forward to working across our Trust.

Nursery	34
Reception	41
Year 1	41
Year 2	51
Year 3	50
Year 4	42
Year 5	43
Year 6	57
Total	359

The Principal works with a talented and ambitious team, with excellent support from the Trust's *Head of Education* and CEO.

Principal	Dr Harry Hope
Deputy Principal	James Purveur
Assistant Principal Lower School	Jemma Watkins
Assistant Principal EYD	Sally Newman

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

www.waterfieldprimary.co.uk

www.tct-academies.org



Information about *The Collegiate Trust (TCT)*

TCT has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff; in 2017 Riddlesdown was awarded the *World Class Status Quality Mark*. *Gossops Green Primary*, 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* on 1st June 2018, and *Courtwood Primary* and *Gilbert Scott Primary* on 1st September 2018.

TCT educates over 4200 children and young people from nursery up to 18 years of age. The responsibility that places on us is huge, but we are excited by the positive impact we already have on the lives of so many. We also employ almost 700 staff, and recognise our responsibilities as an employer in looking after the great people who work with us. Our work in developing pedagogy is built on the very best classroom practice and we are driven by our determination to make a difference to our pupils and students; we want each of them to get a great education as a result of attending one of our academies.

Each academy within the Trust is supported centrally by our team of *Directors of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Chief Finance Officer & HR Manager* on business management and HR issues, the *Governance Manager*, and the *CEO* on wider leadership issues; the Director of IT leads the strategic development of this work across the Trust, with support on data and tracking also coming from the *Management Information & Data Team*. 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*.

Schedule for Appointment

Advert	30.06.22
School Visit	Please contact aroman@waterfieldschool.co.uk (Optional)
Closing Date	18.07.22
Interview	As received or 18.07.22 Onwards

Job Description – Learning Coach Level 1



Purpose of Post

To work as part of the Support Staff Team at Waterfield Primary School to provide exceptional integrated care and education to our children.

Job Description for Learning Coach - Level 1

- To support the teacher in the delivery of planned whole class learning activities.
- To independently support and supervise groups of children through structured learning activities as provided/outlined by teaching staff.
- To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To observe and feed back to the teacher on pupil performance and behaviour, acting as appropriate in line with relevant academy policies.
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To provide lunchtime supervision.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks as required).
- Record and assess pupils' achievements and give oral and written feedback on attainment and progress as required.
- Support individuals and groups in developing expectations of acceptable personal and social behaviour.
- Demonstrate familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work, to ensure that opportunities are taken to develop pupils' core skills.
- Support and work with teachers to identify and respond appropriately to individual differences between pupils so that demanding expectations for them may be set, and to contribute to decisions about the most appropriate learning goals and strategies.
- In consultation with the class teacher, use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulating manner in order to maintain pupils' interest and motivation.
- Develop inclusion by facilitating participation and learning, help build confidence, self-esteem, independence, understanding of diversity and access to the curriculum so that all students are enabled to reach their full potential.
- To be flexible in accepting changes in daily routines according to the needs of the children, classroom organisation and the learning day.
- To accompany pupils to off-site activities in line with academy policies.
- To set a good example to pupils through personal and professional conduct.

Job Description – Learning Coach Level 2

To work as part of the Support Staff Team at Waterfield Primary School to provide exceptional integrated care and education to our children.

Additional Whole Class Cover as required to support absence and PPA – Activities are planned and provided.

Job Description for Learning Coach - Level 2

- To support the teacher in the delivery of planned whole class learning activities.
- To independently support and supervise groups of children through structured learning activities as provided/outlined by teaching staff.
- To work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual pupils, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To observe and feed back to the teacher on pupil performance and behaviour, acting as appropriate in line with relevant academy policies.
- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- To provide care and encouragement to children and young people with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.
- To encourage participation in structured and unstructured learning activities, including play (timetabled and during breaks as required).
- Record and assess pupils' achievements and give oral and written feedback on attainment and progress as required.
- Support individuals and groups in developing expectations of acceptable personal and social behaviour.
- Demonstrate familiarity with the relevant requirements of the curriculum to assist with the effective teaching of basic skills and support work, to ensure that opportunities are taken to develop pupils' core skills.
- Support and work with teachers to identify and respond appropriately to individual differences between pupils so that demanding expectations for them may be set, and to contribute to decisions about the most appropriate learning goals and strategies.
- In consultation with the class teacher, use a range of supporting techniques to present learning tasks and curriculum content in a clear and stimulation manner in order to maintain pupils' interest and motivation.
- Develop inclusion by facilitating participation and learning, help build confidence, self-esteem, independence, understanding of diversity and access to the curriculum so that all students are enabled to reach their full potential.
- To be flexible in accepting changes in daily routines according to the needs of the children, classroom organisation and the learning day.
- To accompany pupils to off-site activities in line with academy policies.
- To set a good example to pupils through personal and professional conduct.
- To cover lessons as required, including taking responsibility for teaching a whole class when necessary.
- To develop learning activities for identified pupils and groups, under the supervision of the teacher.
- To oversee and provide lunchtime supervision.
- To invigilate internal and external tests and examinations under formal conditions.
- Under agreed academy procedures and in line with training levels, give first aid / medicine where necessary; accompany sick children home, to a health centre or hospital; or assist with programmes of intervention, under the direction of the appropriate specialist.

Person Specification

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.

Qualifications

GCSE pass grade in English and Maths

Please indicate any other qualifications that may be of interest with regard child education (although not essential).

Experience

Detailed knowledge and experience of working within primary education –

Prior experience in: Supporting children with SEND

For Level 2: Experience in covering classes, leading whole class teaching and/or taking additional responsibilities/advanced experiences as a Teaching Assistant. (Ideally having Year 5-6/Cover Supervisor experience here would benefit).

Evidence of making effective contribution to a team.

Be able to demonstrate skills and experience of delivering learning programmes (devised by other professionals/contributed to by yourself) to children.

Skills & Attributes

Demonstrate an ability to use their initiative, selecting and adapting resources to facilitate learning activities

Ability to provide effective pastoral care and be passionate about education.

Capacity to work alongside colleagues, contributing to an effective team

Ability to quickly establish and maintain positive relationships with children, staff and families

Understanding of safeguarding issues and promoting the welfare of children

Well-developed communication skills, including high levels of written and oral literacy.

Have the ability to utilize IT to support their role as a Learning Coach.

Be caring and motivated.

Show creativity, initiative and imagination.

How to Find Us



Waterfield Primary School

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☎ 01293 548014

✉ office@waterfieldschool.co.uk

💻 www.waterfieldschool.co.uk