



The Collegiate Trust
Exceptional Education for All



TEACHING ASSISTANT & LUNCHTIME SUPERVISOR

Gossops Green Primary School



Application Pack

Gossops Green Primary School

Role Location	Gossops Green Primary School, Kidborough Rd, Crawley RH11 8HW		
Salary	Teaching Assistant: £22,737 (£14,411 <i>pro-rata</i> <i>actual gross pa</i>)	PF3	Part Time, Term Time
	Lunchtime Supervisor: £22,366 (£2,700 <i>pro-rata</i> <i>actual gross pa</i>)	PF2	Part Time, Term Time
Details	Permanent	Teaching Assistant: 26.25 hours per week Lunchtime Supervisor: 5.00 hours per week	45.2 weeks per year
Start date	As soon as possible, following interview		
Application Closing Date	Monday, 15th April 2024		

A Message from the CEO

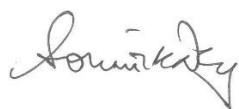
Thank you for your interest in joining the Collegiate Trust. I hope that this information pack will help you to learn more about our fantastic family of schools and the exciting prospect of joining us.

The Collegiate Trust is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

We would be delighted to receive an application from you if you feel that this role and our Trust may be right for you.

Yours sincerely



Mr Soumick Dey
Chief Executive Officer



Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits. Please click [here](#) to see more detail about some of the fantastic employee extras we offer.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our appraisal process ensures that each and every member of staff is flourishing. 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. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

An Introduction to the role

A Message from the Principal

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. The job description and person specification shown in this pack will give you a good indication of who we are looking for, including the skills and experience that would make for our ideal candidate.

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 our website, 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 contact me via the school office.

Mr S Dunne
Principal, Gossops Green Primary School



About Gossops Green Primary School

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 (2019) recognised the high-quality provision at Gossops Green Primary and judged the school as 'Good' with 'Outstanding' for our EYFS provision and Leadership and Management. I am very proud of what we do and what we have achieved at Gossops Green and I hold the highest aspirations for what we will do and achieve in the future.

Ofsted commented that Gossops Green 'has a family atmosphere...and staff know their pupils well and look after them carefully' and it is true that above all else, this is a happy school where children feel valued, listened to and safe. We are particularly proud of our emphasis on Wellbeing and Nurture because we know that a happy child will go on to thrive in their education and so at Gossops Green we value the whole child and develop their emotional, physical and mental wellbeing, alongside their academic learning. In essence, we want the same things for your child as we would want for our own and your child becomes our child, with every lesson, experience, conversation and playtime having this ethos at its heart.

Our creative and ambitious curriculum is planned around topics which spark children's interest and make them, as Ofsted comments, 'happy to learn and thrive in lessons.' We build in many memorable experiences to bring learning alive and meaningful for our children. Indeed, our fantastic Year 6's reminisce fondly about the many experiences they have had during their time at Gossops Green when they leave us as confident, resilient, and fulfilled learners, ready for secondary school.

Central to our approach to learning at Gossops Green, is our belief in the importance of reading. There are no limits to what a child can achieve if they can read and we are proud that Ofsted described our teachers as 'experts' in this essential, life-enhancing skill. We work in partnership with our supportive parents and carers to ensure that every child is a confident and fluent reader, able to access all learning and achieve to their best potential. We also teach our children to be considerate and care for their school, their community, and for one another. Gossops Green children learn that they have the power to make the world a fairer, kinder place and they are nurtured to develop confidence, to articulate their ideas and to be proud of who they are.

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.



You can find out more information about Gossops Green Primary School on our website:

[Gossops Green Primary School | Part of The Collegiate Trust](#)

About the Collegiate Trust

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 will bring our Trust to c.7000 pupils and c.1000 employees.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values: **Ambition and Collaboration**, leading to **Achievement and Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

Partnership – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

Progress – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement.

Preparation – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives and it is our intention to prepare all pupils to help them achieve their goals and to go on to enjoy happy and successful futures.

You can find out more information about our Trust on our website:

[The Collegiate Trust | Exceptional Education for All \(tct-academies.org\)](https://tct-academies.org)



What Will I be doing?

Job description and details

Contract:	Part-time, Permanent, Term-Time
Hours:	31.25 hours per week for both roles, 45.2 weeks per year (term-time only)
Location:	Gossops Green Primary School – Crawley, West Sussex
Reporting to:	Assistant Principal (KS1 or KS2)
Purpose of the Post:	To support children with their educational, emotional and social development; working alongside the class teacher and other colleagues to help children reach their full potential.

Main Responsibilities

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

The above is not an exhaustive list, and the successful applicant may be required to carry out additional duties as required by the role.

Why am I right for this job?

We know that some people may not have 100% of the things we might think we want for a role but can make an EXCELLENT addition to our team and bring new things to the table that we may not have considered. If you think your skills and experience make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes should help you see if something is absolutely essential for you to be considered.

Person specification

Qualifications & Experience	Notes
A good standard of English and maths	Essential
Ability to support a broad, rich and inclusive curriculum which celebrates individuality	Essential
Experience of working with Early Years children	Desirable
Experience of working with KS1 and/or KS2 children	Desirable
Experience of working with children with SEND/additional needs	Desirable
An understanding of how children learn	Desirable
First aid certificate	Desirable
Fluency in a second language	Desirable
Qualification in a relevant area – an HLTA qualification in particular	Desirable
At least GCSE 'C' grade or equivalent in English and maths	Desirable
Skills and Attributes	Notes
Patience and the ability to stay calm under pressure or in frustrating situations	Essential
Lead by example to encourage adults and children to 'be better than they thought they could be'	Essential
Ability to communicate effectively both orally and in writing in a variety of settings	Essential
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	Essential
Ability to work as part of a team	Essential
Ability to work independently, when appropriate	Essential
Interest in the creative arts and music	Desirable
Interest in sport and outdoor activities	Desirable

All our staff MUST be able to fulfil the following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in which we can advise on alternatives)

How to Apply

If you feel that this role and our school may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, 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 queries or would like an informal discussion about the role, please do not hesitate to contact us at HR@tct-academies.org

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.