

CRISPIN

ASPIRATION • COMPASSION • EXCELLENCE

Graduate Teaching Assistant

Pupil Premium

INFORMATION FOR CANDIDATES

Contents

3	Letter from the Headteacher
4	Advertisement
5	Graduate Teaching Assistant at Crispin
6	Welcome to Street
7-8	Job Description
9-10.....	Person Specification



LETTER FROM THE HEADTEACHER

Dear Potential Candidate,

Thank you for your interest in the post of Graduate Teaching Assistant at Crispin. This is a fantastic opportunity to join a well led, collaborative and supportive team. Crispin has high expectations of all members of our community and we believe in challenging and supporting students to achieve their very best. The primary focus of the role is to support the progress of students in receipt of Pupil Premium. It is also important to state that Crispin has a very strong safeguarding culture which we would expect potential colleagues to wholeheartedly support. You will find a range of details about this post in this information booklet. Should you require any further information do not hesitate to contact the Head's PA, by email, HeadsPA@crispinschool.co.uk

The post is a really exciting one and would be a great opportunity for the right candidate. We realise that candidates will have a range of skills and experience and we would fully support the successful candidate to develop professionally. The most important thing is that you are passionate about young people succeeding. Crispin has a strong reputation, a sharp focus on learning and colleagues are really positive about the students they teach from the surrounding community.

To apply for this role simply click on the quick apply button on TES.com and complete the online application form or complete the support staff application form on our website www.crispinschool.co.uk/vacancies . Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet the person specification.

I look forward to receiving your application.



Paul Reddick
Headteacher



ADVERT

Graduate Teaching Assistant

This is a fantastic opportunity to join a well led, collaborative and supportive team. We are seeking to appoint a second exceptional graduate who is looking to begin a career in teaching and requires experience of working in a school. There will be an opportunity to further develop your skills through working with disadvantaged students pastorally and in a variety of subjects. The role will require you to support students in lessons, facilitate some small group work, analyse student data and liaise with home to support these students. There will be an opportunity to run an Extended Learning Club until 16:15 every day, this role could potentially be shared between both colleagues for adjusted pay.

The aim of the post will be to raise attainment and support the learning of this group of students. One colleague will predominantly be working with students in Years 7 – 9 and the other with students in Years 10-11. The post will be a fixed term contract, from September 2019 to the end of the academic year in July 2020.

Crispin is a friendly, inclusive and highly successful school of 1030 students. It is rated as 'good' in all areas and many strengths were highlighted in our recent Ofsted report (October 2017). Students at Crispin achieve excellent examination results and the school has a strong reputation. Extracurricular enrichment activities are viewed as an important part of school life. The results in 2018 were excellent and student outcomes are consistently high. We are committed to educating the whole child to ensure they enter adulthood as happy, supported young people with a love for learning. We are looking for a second committed and inspirational Graduate Teaching Assistant to join our highly successful team.

Salary: £12450. Hours to be worked are Monday to Friday, from 08:25 until 13:15, 13:55 until 15:15 (40 minutes unpaid lunch break). 6 hours 10 minutes per day, 30 hours 50 minutes per week. This could be enhanced by an additional hour per day running an Extended Learning Club to 16:15 which will increase the salary to £14469. This role could potentially be shared between both colleagues for adjusted pay. Term time only.

Closing date for this post: 10:00 Tuesday 02 July 2019.

To apply for this role simply click on the quick apply button on TES.com and complete the online application form or complete the support staff application form on our website www.crispinschool.co.uk/vacancies and send to the Head's PA by email at HeadsPA@crispinschool.co.uk. Your supporting statement / letter (of no more than two sides) should outline your skills and experience and how you meet with person specification.

Crispin School is committed to safeguarding and promoting the welfare of children and young people. These posts require a criminal background check via the disclosure procedure. The successful applicants will therefore be subject to an Enhanced DBS.

These posts are covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement of the role.

GRADUATE TEACHING ASSISTANT

Crispin has provided Graduate Teaching Assistant posts for the past five years and we have been successful in recruiting graduates who are interested in a career in teaching. The school has robust links with the Mid Somerset Consortium for Teacher Training which is able to offer advice and support about the various routes into teacher training.

We have developed an excellent programme for motivated and enthusiastic graduates joining the school, ensuring that they are fully supported and given every opportunity to thrive.

The role of Teaching Assistant is a varied one, working within whole class environments and with smaller groups. You will be responsible for working with class teachers to ensure that the school environment and teaching is accessible to all students and working closely with students in the classroom setting to facilitate access to the learning.

Our first three Pupil Premium Graduate Teaching Assistants have made a positive difference to the students they have worked with during the last few years. Our previous postholder is just completing her teacher training in English and both our current postholders have applied to train to be a teacher in the next academic year.

The role will be working with Pupil Premium funded students to help identify ways to raise their achievement; supporting the needs of each individual will be the key to success. You will meet regularly with the Assistant Headteacher responsible for Pupil Premium to discuss strategies and interventions.

What the school can offer:

- The opportunity to work with excellent and committed colleagues
- Inclusive and friendly working environment
- Professional development
- The opportunity to make a difference with an identified group of students

Testimonials from current postholders:

'I have thoroughly enjoyed my role as a Pupil Premium Teaching Assistant. The role has given me a great insight into school life from the perspective of teachers, and I feel it has been a perfect platform to move into Teacher Training. The team of Teaching Assistants, line management and the wider staff group were extremely welcoming. One of the most appealing aspects of the role is the autonomous nature of identifying individual students' needs and adapting a suitable support timetable. I have gained invaluable experience in communication, flexibility and empathy. I would highly recommend the role at Crispin to a graduate who has a passion for education and helping others.'

'The position of Pupil Premium Teaching Assistant has provided me with the opportunities to develop my confidence and skills within the educational system. With a pastoral background working with children, this role has allowed me to enhance and trial ideas and methods within an understanding and prosperous environment. As a graduate with an English degree coming in to a secondary school setting, helping and interacting with students from a variety of backgrounds has confirmed a desire that I wish to become a teacher. This role has provided me with the insight in to what feels like a natural progression along my career path and has given me the ability to expand within an environment I thrive in.'

WELCOME TO STREET

Crispin School is a secondary school on the eastern edge of Street, a large village in Somerset with a population of around 12,000. It is situated on the Somerset Levels close to Glastonbury, Wells and the Mendips. The village has an interesting history with evidence of Roman occupation. Street is home to Clarks, the world famous footwear retailer. Clarks still has its headquarters in Street but shoes are no longer manufactured in the town. Much of the Street site now houses the popular and thriving designer outlet shopping complex of 'Clarks Village'.

Somerset generally is a warm and friendly county and Street is no exception. The village itself contains a good range of leisure facilities including a theatre which hosts live performances and a wide range of films, sports facilities and an open air swimming pool. The Glastonbury Festival also takes place very near to the village. There are also a good range of local shops. As one resident of Street said 'if you choose you can walk to pretty much everything you need'. There is easy access to the coast and there are a number of National Trust properties in the area as well as nature reserves and areas of outstanding natural beauty.

As well as being located in a beautiful part of Somerset, Street is well connected by road being near to the M5, A303 and on a number of bus routes. There are also nearby rail links to London, Bath, Bristol and Devon and Cornwall. Bristol Airport is also close with a wide range of destinations from Iceland to Egypt! There are a number of interesting towns and cities nearby including Glastonbury, Wells and Frome. A little further afield one can easily reach the likes of Bath and Bristol which are both major European cities and home to a very wide cultural and sporting life including excellent music venues, theatres, cinemas, restaurants and professional sports clubs including football and rugby.

Housing is still relatively affordable in Street and many of the surrounding towns and villages. Many colleagues talk of how the area is a safe, yet vibrant area to bring up families with a range of good schools and a college which shares its site with Crispin. Yet at the same time there are a myriad of excellent leisure opportunities and major cities within an hour's travel.



JOB DESCRIPTION

Post Title:	Graduate Teaching Assistant
Purpose:	Teaching Assistant with particular responsibility for supporting students with Pupil Premium funding.
Reporting to:	Assistant Headteacher
Liaising with:	Headteacher, Deputy Headteacher, Assistant Headteachers, Heads of House, Teachers, Teaching Assistants, relevant non-teaching support staff, parents and partner agencies.
Working Time:	08:25-13:15, 13:55-15:15 or 16:15
Salary/Grade:	£12450 - £14469

Disclosure level: Enhanced

Main (Core) Duties:

Relationships

The post holder:

- Is responsible to the Assistant Headteacher in respect of their overall duties.
- Interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with them in order to support the identified group of students.
- Communicates effectively with parents/carers and other agency staff to support students' learning and personal development.

Purpose of the position

- To assist the school in the development and implementation of a programme of work and in the provision of a stable, caring and supportive learning environment which enables students to achieve their full learning potential and facilitates their social and moral development.
- There is a requirement to work with students, either individually or in groups, who have attracted Pupil Premium funding. This will include students across the ability range.

Core Responsibilities

Under the guidance and direction of the teacher:

- Supporting and directing tasks, clarifying and explaining instructions.
- Focusing support in areas needing improvement, both academic and social.
- Motivating and encouraging students to concentrate on, and fulfil, the tasks set.
- Undertaking learning activities with students of varying prior attainment to ensure differentiation and access to the curriculum.
- Seeking to ensure the promotion and reinforcement of students' self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
- Contacting and meeting parents / carers to support the learning in school.

- Keeping up to date tracking files, creating and copying of resources, and using ICT systems for administration and educational purposes.
- Contributing to, and assisting in the development and monitoring of, systems for review and recording of student progress including responsibility for key worker students.
- Planning and/or assisting in the preparation for educational visits, and where appropriate accompany students.
- Attending and contributing to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.
- Assisting in the supervision of public examinations and other tests and assessments as directed.
- Assisting in the development and implementation of Personalised Learning Plans.
- Assuming sole supervision of whole classes for short periods in the absence of the teacher, but only when it is essential for the teacher to leave a class, such as in emergency-type situations.
- Analyse data to identify students' areas for improvement and intervention.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are required to be courteous to colleagues and students and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Please note the offer of employment is subject to DBS, medical, references and satisfactory completion of a 6 month probationary period.



PERSON SPECIFICATION

Description	Method of Assessment
Qualifications and Training <p><u>Essential</u></p> <ul style="list-style-type: none"> • A degree • Excellent English, Mathematics, ICT and communication skills <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Experience of working with children / young people 	<p>Certificates Letter of application</p>
Experience <p><u>Essential</u></p> <ul style="list-style-type: none"> • Knowledge of working with secondary school aged students. • Good communication skills and the ability to work as part of a team. • Ability to be reliable, resourceful and take the initiative • Ability to balance priorities and changing demands under pressure • Ability to work independently within agreed boundaries <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Some experience of working with children and young people 	<p>Letter of application Application form Interview</p>
Knowledge, Skills and Understanding <p><u>Essential</u></p> <ul style="list-style-type: none"> • An understanding of the principles of inclusion. • A commitment to promoting equal opportunities and meeting individual needs. • Awareness of confidentiality. • Competent personal skills in dealing with young people. • Commitment to helping every student achieve his/her potential. • Ability to work as part of a team. • Ability to manage time effectively. • Ability to be flexible to the needs of the children. • Effective communication, interpersonal and organisational skills. • Ability to use ICT/ the internet and email to support students' learning. 	<p>Letter of application Application form Interview References</p>

PERSON SPECIFICATION CONTINUED

Crispin's Values and Ethos

Essential

- Value the contribution that each individual brings to the school community
- Respect and value diversity and promote equality
- Promote and model mutual respect
- Commitment to inclusive education
- Understand responsibilities related to children's safety and welfare

Interview

Personal Qualities

Essential

- Patience, empathy and compassion.
- A genuine interest in children and young people and a willingness to support and assist them towards independence.
- Good communication skills, flexibility, accuracy, ability to prioritise workload, strong organisational ability.
- Ability to develop and maintain positive relationships with colleagues, staff, students, parents and carers.
- Ability to remain calm under pressure.
- Willingness to constructively challenge the work of self and others to continually improve own and team performance
- Seek to work collaboratively to resolve conflict
- Enthusiasm to support young people to develop intellectually and personally
- Strong commitment to CPD
- Resilience
- Emotional intelligence
- The ability to speak fluent English

Interview

References

Desirable

- Possess an excellent sense of humour

Crispin School, Church Road, Street, Somerset, BA16 0AD

Tel: 01458 442714 **Email:** office@crispin.somerset.sch.uk **Web:** www.crispinschool.co.uk

Headteacher: Paul Reddick BA (Hons), MA, MA Ed