



Information for Applicants



Post: Teaching Assistant and Lunchtime Supervisor (an Apprentice TA role may be available for an appropriate candidate)

SCALE:

Point 11–13 Teaching Assistant or

Point 8 –10 Teaching Assistant Apprentice and with both

Point 8 –10 Lunchtime Supervisor



The Collegiate Trust
Exceptional Education for All

Welcome to Gossops Green Primary School

Dear Candidate

Thank you for your interest in working as a Teaching Assistant or Teaching Assistant Apprentice at *Gossops Green Primary School*. 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.

Opened almost 60 years ago, *Gossops Green Primary School* is an established and important part of our local community and is at an exciting time in its development. We are part way through our expansion to 3 forms of entry which will mean the school will grow to 630 children over the coming years. We joined *The Collegiate Trust* and converted to academy status on 1st November 2016 and are already benefitting from the support which that brings. We are close to completing the third and final phase of a capital programme which has expanded the school and improved many of our facilities. Colleagues joining the school will be coming to a vibrant and ambitious learning community which works in a highly collaborative manner.

Within this pack, you will find a job description and person specification and details of how to apply. As part of your application, please include a statement of no more than two sides of A4, outlining how you meet the person specification and providing information and evidence of the qualities and experience you would bring to this post.

The closing date for applications is at 9.00am on Friday 23rd June 2017 and shortlisting will take place later that day. Interviews will be held on 27th June. The school is committed to following policies and procedures for child protection and the security of our site in order to safeguard and promote the welfare of our children; the interview will include questions about safeguarding children and the appointment will be subject to successful DBS clearance.

Alongside the information contained here, please do also visit our website at www.gossopsgreen.com to find out more about our school. Having done so I hope you will feel inspired to want to join us.

Yours sincerely

Dawn Martin
Headteacher

Our School



Headteacher – Mrs Dawn Martin

Our school is located in Gossops Green, a neighbourhood in the north-west of Crawley in West Sussex, although children travel to learn at our school from across Crawley and beyond. We have amazing pupils and a talented team of staff and governors, who all work together to make learning fun and purposeful.

We are lucky to have lots of fantastic facilities for our children, including; a large field and play areas with a wide range of equipment, e.g. climbing frames, a 'Peace Area' for those who want to chat quietly, large playgrounds, a wildlife area and pond, a wonderful library, jam-packed with books for everyone to enjoy and two halls.

Our Aims and School Charter

AIMS

Respect

Enjoy

Achieve

Learn

Keep it real!

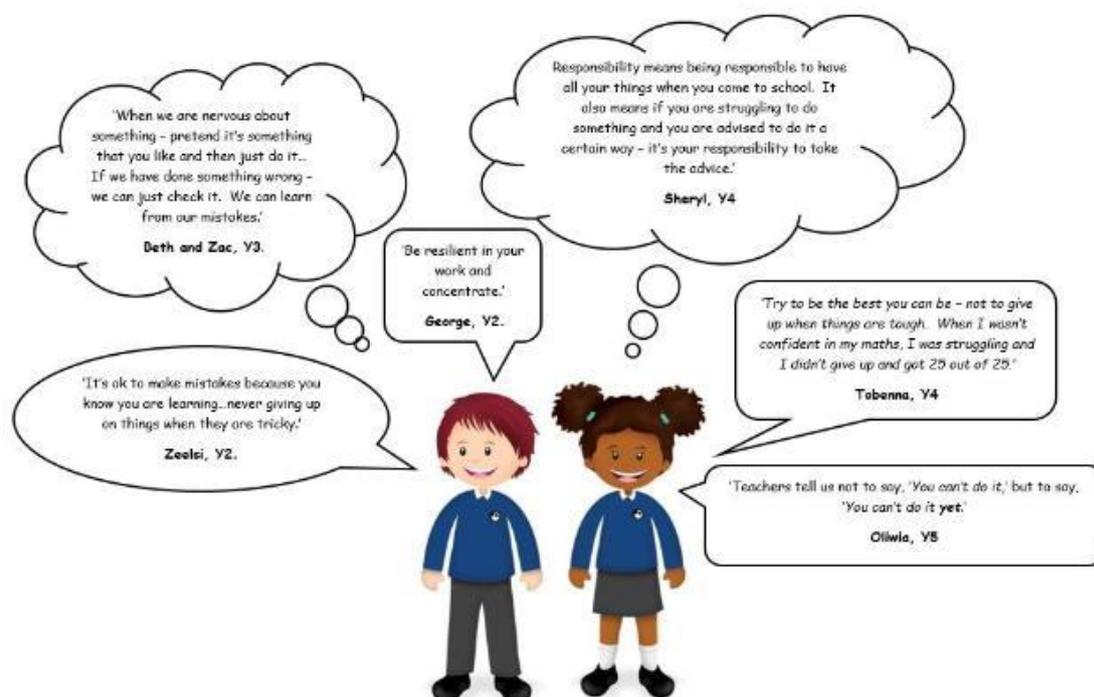
SCHOOL CHARTER

Always be safe and sensible

Be kind to others

Care for our school

Do our best



The Collegiate Trust Vision

Every school outstanding and delivering an exceptional education for all

The Collegiate Trust exists to improve education in Croydon and Crawley for children and young people up to the age of 18, thereby preparing them from an early age for success – in school, at university, in ambitious careers and throughout a fulfilling life. We are building a local partnership of six schools for all ages over the next five years which will work collaboratively to deliver *Exceptional Education for All*.

Such an **exceptional education** values and delivers wonderful academic learning and progress, but puts right alongside this the development of wider skills and qualities that come through a balanced focus on creative, cultural and active learning; it is driven by a strong Local Governing Body, under our clear Trust framework, and delivered by an expert headteacher and team of teachers and support staff. The successful learners developed by our schools become confident individuals and responsible citizens in our modern British society.

The Collegiate Trust Values



Key Information

School:	Gossops Green Primary School
Location:	Kidborough Road, Gossops Green, Crawley, West Sussex, RH11 8HW
Age Range:	4 - 11
Type of School:	Academy
Number of Pupils:	553
Number of Teachers:	29
Number of Support Staff:	36

Professional Development

The professional development of our staff is a clear priority in our work. This includes ongoing school-based INSET, opportunities to attend courses outside of the school, training and support delivered by the Trust which includes our NQT Residential.

The SLT

Post	Name
Headteacher	Mrs Dawn Martin
Deputy Headteacher	Mrs Sarah Dunne
Assistant Headteacher	Mr Mark Warwick
Senior Teacher	Mrs Debbie Bullen
Special Needs and Disability Coordinator	Mrs Catherine Humphrey

Safeguarding

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.

Job Description

Post : Teaching Assistant (Apprentice Teaching Assistant)

Responsible to : The Headteacher/SENDCO

Role : **To support class teachers in the management of the classroom and the delivery of the curriculum, maintaining pupil confidentiality.**

(Apprentice Teaching Assistant to achieve this with support and 20% professional development, until qualified).

First Area of Accountability: To support the ethos of the school as set out in the School Charter

- 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 SENDCO 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 SENDCO.

Job Description

Post : Lunchtime Supervisor

Responsible to : The teacher on duty. SLT needs to be consulted over any major decisions.

Role : **To ensure that children in your care are happy, safe and well behaved**

First Area of Accountability : To support the ethos of the school as set out in 'Our Aims'

- 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 assist in setting up the dining hall for lunchtimes
- v) To be prepared to attend appropriate in-service training.

Second Area of Accountability : To secure high standards of behaviour

- i) To follow the guidance set out in the Behaviour Improvement Policy
- ii) To organise and support the children in playing constructively together, interacting positively with the pupils
- iii) To support the play managers and play leaders in their roles
- iv) To encourage the children to have good table manners and to behave appropriately in the dining hall.
- v) To use the School Charter to provide counselling to prevent a recurrence.
- vi) To act as an excellent role model.

Third Area of Accountability : To look after playground equipment and ensure it is kept in good order.

- i) Check the notice board at the start of your session.
- ii) Encourage children to play safely and imaginatively with equipment and to tidy it away carefully at the end of the session.
- iii) Withdraw any equipment found to be unsafe.
- iv) Any other reasonable request of the Headteacher/senior staff on duty.

Person Specification

Teaching Assistant/Lunchtime Supervisor

	ESSENTIAL	DESIRABLE
1. Qualifications and Experience (Career Development)	<ul style="list-style-type: none"> • Experience of working with children • At least GCSE 'C' grade or equivalent in English and maths • DBS clearance (can be post-appointment) 	<ul style="list-style-type: none"> • First aid certificate • Qualification in a relevant area. • HLTA qualification
2. Teaching, curriculum and assessment.	<ul style="list-style-type: none"> • 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 •
3. Key personal qualities and characteristics.	<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 better than they thought they could 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

Apprentice Teaching Assistant

	ESSENTIAL	DESIRABLE
1. Qualifications and Experience (Career Development)	<ul style="list-style-type: none"> • Experience of working with children • DBS clearance (can be post-appointment) • Good literacy and numeracy skills 	<ul style="list-style-type: none"> • First aid certificate • The preferred candidate will have finished their GCSE or other skills qualifications in English and maths, though consideration will be given to highly motivated young people willing to achieve a qualification in Functional Skills (English, Maths & ICT) at Levels 1 & 2
2. Teaching, curriculum and assessment.	<ul style="list-style-type: none"> • 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
3. Key personal qualities and characteristics.	<ul style="list-style-type: none"> • A level of maturity commensurate with working in a school classroom environment • Patience and the ability to stay calm under pressure or in frustrating situations • Lead by example to encourage adults and children to 'be better than they thought they could 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 • Committed to collective success 	<ul style="list-style-type: none"> • Interest in the creative arts and music • Interest in sport and outdoor activities • Creative and innovative

Post

Teaching Assistant/Lunchtime Supervisor

Salary: (paid term time only plus holiday i.e. for 43 weeks of the year)

Teaching Assistant: Support Staff Scale Point 11 - £9,464 pa
(Point 13 may be available for suitably experienced candidates)

Apprentice Teaching Assistant: Support Staff Scale Point 8 - £5030 pa

Lunchtime Supervisor: Support Staff Scale Point 8 - £1,720 pa
(Point 10 may be available for suitably experienced candidates)

The successful candidate will:

- be enthusiastic, caring and well-motivated,
- demonstrate versatility, tact, commitment and the ability to use initiative,
- be patient and able to stay calm,
- be suitably qualified for the post of teaching assistant i.e. have good basic mathematical skills and be able to communicate effectively both orally and in writing in a variety of settings,
- be able to work as part of a team, and
- have the ability to maintain confidentiality.

Hours of work: 8.30am to 12.30pm and 2.00pm to 3.15pm as a Teaching Assistant/Apprentice Teaching Assistant, plus 12.30pm to 1.30pm as a Lunchtime Supervisor.

A disclosure and barring check will be carried out in line with the school's policy towards safeguarding and promoting the welfare of children. We welcome applications regardless of age, gender, ethnicity or religion.

Closing date: 23rd June 2017 at 9.00am.

Interviews: 27th June 2017

Start date: 4th September 2017

The application form is available here: <https://www.tct-academies.org/vacancies>



By Car

Please see the 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: 1 and 20, disembarking at Gossops Green Parade (shops).

A Gossops Green Primary School, Kidborough Road, Gossops Green, Crawley, West Sussex RH11 8HW

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www.gossopsgreen.com