



**GREENSHAW**  
LEARNING TRUST



# Teaching Assistant

## 31.25 hours

### Recruitment Pack

**ALWAYS  
LEARNING**



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Dear candidate,

Thank you for your interest in the role of Teaching Assistant at Crown Wood Primary School, we are looking for a flexible, resilient and resourceful individual who is ambitious and aspirational for themselves and the children in our school.

Crown Wood Primary School and Nursery is a 3 forms of entry (3FE) academy situated to the south east of Bracknell town centre. The original building, which opened in 1983, was extended in 2014, the school boasts large grounds, including our own – on site – forest school. Around 600 children are currently on roll and we are increasingly a school and nursery of choice in Bracknell Forest.

At Crown Wood, we are committed to ensuring children not only have a solid grounding in English and Maths, but also the skills, values and attitudes they need to be successful in their next stage of education and beyond. These include being aspirational, resilience, an ability to work collaboratively, curiosity and having a 'go for it' attitude. We strongly believe being prepared to learn from mistakes, effort, practice and acting on feedback leads to success and not innate talent or ability.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-five schools: seven in South London, five in Berkshire, one in Surrey, nine in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The school websites provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information *by emailing* [clare.clifford@crownwoodprimary.co.uk](mailto:clare.clifford@crownwoodprimary.co.uk). We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours faithfully,



Grant Strudley  
Headteacher

**Dare to DREAM**

**Determination – Responsibility – Everyone Together**

**Aspiration & Achievement – Mutual Respect**

## **Greenshaw Learning Trust – ‘Always Learning’**

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,800 people and educates over 17,300 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

### ***The Greenshaw Learning Trust Mission Statement***

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

### **Greenshaw Learning Trust Employee Benefits**

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye Care Voucher scheme
- Childcare Voucher scheme
- Car benefit scheme
- My Health discounts

## Terms and Conditions

<b>Job Title:</b>	Teaching Assistant
<b>Line Management:</b>	Class Teachers, or Phase Leader
<b>Contract:</b>	Permanent
<b>Salary:</b>	<p>Salary calculated in line with NJC pay scales K-J, points 2-6 (starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)</p> <p>FTE: £21,104 - £22,631</p> <p>Actual salary: £14,996 - £16,081</p>
<b>Hours of Work:</b>	Part time 31.25 hours per week, Monday-Friday, Term time only
<b>Place of Work:</b>	Crown Wood Primary School, Opladen Way, Crown Wood, Bracknell, Berkshire RG12 0PE
<b>Medical Examination:</b>	The appointment is subject to a satisfactory medical report
<b>Superannuation:</b>	<p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <a href="https://www.lgpsmember.org">https://www.lgpsmember.org</a></p>
<b>Holiday Entitlement:</b>	The postholder will be paid an enhancement for Holiday Pay
<b>Probation Period:</b>	New employees are required to complete a six-month probationary period
<b>Disclosure &amp; Barring Service Check:</b>	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
<b>Right to Work Check:</b>	<p>This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance</p>

## Job Description

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Job Title: <b>Teaching Assistant (TA) with Lunchtime Support Assistant (LSA) Role</b>	Location: <b>Crown Wood Primary School</b>
Grade: K-J SP 2-6	<b>Hours:</b> 31.25 per week, term time only (8.30am – 3.15pm with 30 minutes for lunch)

### Job Purpose

- To assist the learning of individuals or groups of children under the direct instruction of the class teacher.
- To provide general support to the class teacher in the management and care of individual and groups of children.
- To undertake administrative tasks as directed by the class teacher.
- To supervise children during lunchtime and to extend learning by developing social skills and independence and promoting 'active play' and healthy eating.

The postholder reports to the Class Teacher and Team Leader during teaching times and the Lunchtime Supervisor during lunchtimes.

### General Classroom Duties:

Under direct instruction of the class teacher or Senior Leadership Team (SLT):

- Provide for the children's welfare/personal care both individually and in groups and ensure their safety. **This could include the administration of medicines to children.**
- Promote inclusion, act as a role model, show awareness of individual needs and respond to them,
- Encourage child interaction and engagement with teacher led activities.
- Prepare and routinely maintain classroom materials/resources/displays, assist children in their use, clear afterwards and display children work.
- Support and supervise children in lessons in relation to local and national learning strategies e.g., Literacy, Numeracy tasks and using basic ICT to promote learning.
- Be aware of children with known behaviour problems or who are vulnerable for any reason
- Be aware of children with known medical conditions
- Be aware of children's problems and achievements and report to teacher as appropriate.
- Support the teacher in managing behaviour; report difficulties as appropriate.
- Undertake record keeping, gather and report information from and to parents/carers as required.
- Provide clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the schools and Trust's equal opportunity policies and ensure that all children have an equal access to opportunities to learn and develop.

- Contribute to the overall aims and targets of the school and Trust, appreciate and support the roles of other members of the school work team and attend relevant meetings as required.
- Be aware of and take part in the schools performance management framework and participate in training and development activities as required.
- Assist with the supervision of children out of lesson times and accompany school trips and other out of school activities with the teacher as required.
- Undertake any other similar duties as required.
- **The post holder is responsible for ensuring that the school's Safeguarding Policy is adhered to and concerns are raised in accordance with this policy.**

**Supporting Children with Additional Needs:**

- Attend to the personal care needs of a named child. This could include the administration of medicines; Follow the named child's care plan;
- Under the direction and supervision of qualified staff, assist in the delivery of activities enhancing children's social and educational development;
- Undertake pre-determined structured agreed learning activities, including literacy/numeracy programmes, recording achievement and progress and feeding back to the teacher; Follow the named child's Individual Education Plan (IEP).
- Encourage child's interaction and engagement with teacher led activities.

**Break & Lunchtime Duties:**

- Provide supervision (including the play equipment) to ensure the children's safety at all times; have an awareness of where children are; remain in designated areas to ensure adequate supervision.
- Report accidents and complete accident form as necessary; Undertake First aid when required.
- Be aware of children with known medical conditions.
- Organise, encourage and / or lead children in the establishment of suitable activities and games, including the use of equipment.
- Implement the school's behaviour policy, ensuring that expectations of behaviour are the same outside as in the classroom; complete logs and report, where appropriate, incidents to the class teacher or senior staff.
- Be aware of children with known behaviour problems or who are vulnerable for any reason and provide pastoral support as required.
- Comply with guidelines and policies as set out by the school.
- Support children while they eat their lunch, making sure tables are clean and that water is available.
- Encourage independence and promote healthy eating, social skills and good table manners.
- Ensure the dining areas are left clean and help set up and clear away as required.
- Undertake other duties, compatible to the role, as directed by the Headteacher.

**Budget Responsibility:**

This role has no budget responsibility



## Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

	<b>Essential</b>	<b>Desirable</b>
<b>Key Criteria</b>	<ul style="list-style-type: none"> <li>GCSE Grade C /4 or better (or equivalent) in English and Maths</li> <li>Working with or caring for children of relevant age(s)</li> <li>Willingness to undertake safeguarding training</li> <li>Willingness to undertake formal first aid training</li> <li>Willingness to undertake Team Teach or other positive handling training</li> </ul>	<ul style="list-style-type: none"> <li>Formal TA or Childcare Qualification (e.g. NVQ).</li> <li>Certification in Team Teach or other positive handling training.</li> <li>Experience of working with children with emotional difficulties and / or challenging behaviour.</li> <li>Formal First Aid Training.</li> <li>Qualifications in or significant experience in coaching / leading specific sports or activities.</li> </ul>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>Basic childcare and health and safety knowledge.</li> <li>Some knowledge and understanding of child development and learning.</li> <li>Knowledge of effective behaviour management techniques.</li> <li>Some knowledge of children's social, emotional and behaviour needs and how to support these.</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge and understanding of child development and learning.</li> <li>Good knowledge of children's social, emotional and behaviour needs and how to support these.</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>Ability to relate well to children and adults.</li> <li>Respond sensitively and flexibly to competing demands from children.</li> <li>Able to lead games and other activities at lunchtime.</li> <li>Ability to work constructively as part of a team.</li> <li>Knowledge of basic first aid.</li> <li>Ability to use basic technology – photocopier, computer etc.</li> <li>Possesses skills to undertake general clerical/administrative tasks to support teachers.</li> </ul>	<ul style="list-style-type: none"> <li>Skilled in leading games and other activities at lunchtime.</li> <li>Skilled in supporting the social / emotional needs of children (i.e. providing pastoral support).</li> <li>Skilled in supporting children with special educational needs).</li> </ul>

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Suitability to work with Children.</li> <li>• Committed to safeguarding children.</li> <li>• Ability to maintain a safe, calm and happy approach.</li> <li>• Ability to cope with personal hygiene needs and respond sensitively to children needs.</li> <li>• Committed to equality of opportunity.</li> <li>• Willingness to participate in development and training opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist teaching staff in dealing with parents and carers.</li> </ul>
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## **The Recruitment Process**

### **1. Application**

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 9am on Wednesday 4<sup>th</sup> October 2023. Applications received after this date and time will not be considered.

### **2. Shortlisting**

Shortlisting will be finalised on Wednesday 4<sup>th</sup> October 2023. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### **3. Interview Process**

Interviews will be held on Friday 6<sup>th</sup> October 2023. Applicants will also be asked to undertake a classroom exercise related to the knowledge and abilities in the Person Specification.

### **4. Feedback**

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### **5. Taking up post**

The successful applicant will take up the post as soon as possible.

### **6. Additional information**

For further information, please contact Liz Johnson, School Operations Manager on [liz.johnson@crownwoodprimaryschool.co.uk](mailto:liz.johnson@crownwoodprimaryschool.co.uk), or call the school on 01344 485448.

### **7. Safeguarding**

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.