

# Teaching Assistant

Recruitment Pack



Scotts Park  
Primary School

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## *Improving Outcomes Transforming Lives*



# WELCOME FROM THE CEO

Thank you for showing an interest in our pupils, our schools and our Trust. This is an exciting time to join Education for the 21st Century. We are a very different organisation in 2023 than we were four years ago. We have understood the need to transform and have developed greater capacity in our leaders at every level. We have developed a shared understanding of what great teaching looks like, developed our curriculum model, developed clear behaviour principles, and landed upon an exciting model of instructional coaching to drive forward teacher efficacy.



Our strategy over the next two years reflects our growing capacity but it also reflects the need to improve quickly. In Year 1 we established the 'backbone' of the organisation and to align, where doing so impacts pupils progress, or allows us to influence progress through growing greater capacity in our schools and realising efficiencies. In Year 2, now, we hope to see all schools moving closer to national progress or beyond, as they realise the benefits of collaborative working based upon a common school workflow. In Year 3, as this rapid progress continues, we begin to add capacity for growth so we can support our mission of transforming lives and our aim of becoming one of the highest performing multi academy trusts in London and the South East.

Of course, our strategy is responsive to the needs of those closest to us. The wellbeing of the young people in our care has been significantly impacted by the recent pandemic. Our support will be strategic and comprehensive. Furthermore, the pandemic has had a dramatic impact upon the career prospects of our pupils. Our strategy over the coming years seeks to ensure that our pupils are well placed to move successfully into the next stage of their education or working life, with the right knowledge and skills to make a valuable contribution to society.

The development, wellbeing, and support of staff within the Trust will play a crucial part in our strategy. We adapted quickly to new ways of working and continue to refine and develop our HR processes. One key lever for change over the next three years, will be instructional coaching. The ongoing development of all staff, and in particular, our teachers, is critical if we are to deliver the high-quality teaching that we need to, in order to 'improve outcomes and transform lives'.

Finally, I am extremely grateful for your interest in our Trust. We are moving forward at a rapid rate and it's an exciting time to join us.

**Simon Garrill**

A handwritten signature in blue ink that reads "S Garrill". The signature is written in a cursive, slightly slanted style.

**Chief Executive Officer**



# THE FOUR CRITICAL QUESTIONS

## WHY DO WE EXIST?

Our Mission at E21C is 'improving outcomes, transforming lives'. We believe in the collective power of schools working together as civic minded leaders to find shared ways of working that improve the lives of our pupils.



## HOW DO WE BEHAVE?

Our core values of trust, kindness and endeavour define how we behave. These are the values that we hold most dear, and our schools align their own values to those of the Trust.



## WHAT DO WE DO?

We create welcoming and open schools in the local community where every person thrives, makes excellent progress and succeeds.



## HOW DO WE SUCCEED?

With aligned autonomy, a clear backbone, a strong culture, academic rigour and smart systems.



# THE E21C BACKBONE

## MISSION & VALUES

Schools use our 4 Critical Questions, outlined on the previous page, to help determine a clear and concise mission that is aligned to the mission of the Trust. Schools can choose to define their own values or use those of the Trust. If schools choose their own they should be aligned.

## CURRICULUM

Schools are expected to adhere to the curriculum principles and framework. The purpose of this framework is to share best practice and ensure that wherever possible collaboration across the Trust is made possible through alignment. This outweighs the benefit of any one school following its own path and becoming an island. Where schools are identified as being in the stabilise or repair phase then they will be expected to follow the E21C curriculum framework in its entirety.

## ASSESSMENT & FEEDBACK

The assessment and feedback calendar captures the rhythm of our Assessment and data collection within the Trust. These differ across the various phases but are aligned to improve collaboration and to reduce workload.

## SAFEGUARDING & ATTENDANCE

Safeguarding is the responsibility of all. Our policies and procedures are designed to create consistency and improve collaboration. External audits review practice across the Trust on an annual basis.

## QUALITY ASSURANCE

Our School Workflow captures the rhythm of quality assurance across the Trust. We undertake regular cycles of structured monitoring to measure the effectiveness of our approach and to reset where we need to.

## CPD

We are developing our capacity to ensure that by 2022 we can fulfil our commitment to provide high quality instructional coaching to all teaching staff across the Trust. All our schools are committed to coaching. In addition, we provide core E21C training, leadership development and trust wide CPD.

## WORKLOAD

Schools are expected to streamline workload as much as possible. There are a maximum of three data drops and all processes and procedures should be looked at through a lens of simplicity and clarity.

## TEACHING

Teaching is responsive to the needs of pupils and based upon our shared understanding of efficacy. This is captured in our teaching rubric that gives clarity about what we determine to be effective practice. These beliefs are based upon evidence. They are further exemplified within the Teaching and Learning policy where the 'what to dos' give guidance on what we believe to be effective practice.

## BEHAVIOUR & ROUTINES

It is essential that we have the highest of expectations within our schools. Pupils deserve to learn within, and teachers deserve to teach within well-ordered and disciplined environments. E21C schools have high aspirations of behaviour. We believe that culture should be frequently measured and reset where it needs to be. Schools use our E21C Behaviour principles to help shape their individual policies. Where schools are identified as needing to be stabilised or repaired (see School improvement strategy) then we may ask schools to follow a template Trust policy and procedure and support in its implementation.

## SEND

Our schools commit to inclusive practice and developing the best provision possible for the pupils that need it the most. We share best practice and undertake annual reviews of SEND to develop a common understanding of the best approaches to use.

## PERFORMANCE MANAGEMENT & APPRAISAL

The Trust shares a common approach to performance management and appraisal. Performance management is conducted within a highly professional and supportive environment.

## OPERATIONS

The other elements of our backbone include Governance, Finance, IT, estates and communication and marketing.



## OUR SCHOOLS

There are currently four secondary schools and four primary schools within the Trust. Four of the primary schools and three of the secondary schools are located within Bromley, South East London. A further secondary is close to Canterbury in Kent. These schools include:

### SECONDARY SCHOOLS



11-19



11-19



11-19



11-16

### PRIMARY SCHOOLS



4-11



4-11



4-11



4-7



# CANDIDATE CHARTER

E21C want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

## OUR COMMITMENT TO YOU

- **Transparency** we will treat you with respect, honesty and fairness
- **Protecting** your privacy we'll ensure your information is secure and handled sensitively
- **Understanding** you'll be given everything you need to make informed decisions
- **Showcasing talent** we'll provide a good opportunity for you to share your skills, experience and potential
- **Feedback** we will provide constructive feedback professionally and promptly
- **Listening** we welcome feedback and we'll act on what you have to share
- **Inclusivity** our hiring decisions align with our commitment to create a high quality, diverse workforce

## WE WILL

- Provide you with clear, accurate and timely information
- Give you the opportunity to ask questions – and we'll ensure you get the answers you need
- Respond to enquiries promptly and usually within 24 hours during the working week
- Adopt a fair and consistent assessment process
- Make sure you have all the documentation and details you need for an interview, well in advance
- Provide you with real insight about what it's like to be part of our team
- Ensure all offers are fair and equitable
- Seek feedback on your experience at every opportunity, so we can continue to improve

## IN RETURN WE ASK THAT YOU

- Be honest and upfront about your experience, aspirations and motivations
- Provide open and accurate information when submitting an application
- Always give yourself the best opportunity to succeed - research who we are and how we work
- Let us know if situations change in relation to your interest - and help us understand why
- Prepare yourself for interview and let us know how we can support you



# WELCOME FROM THE HEAD

It is with great pleasure that I welcome you on behalf of the children, staff and governors to Scotts Park Primary School.

At the very heart of everything we do is one thing: the children. We aim to provide a warm, welcoming environment that supports the child in their learning and well-being. Children should feel safe and secure in a school that develops their passion for learning and that is what we always strive for.

Our school motto is “Learning together for a brighter future” and we firmly believe in that motto – that we will continue to learn and develop alongside the children. We want to work in partnership with the parents to support all our children in the best way possible.

Being part of the E21C Trust, we share a common goal – opportunity for all.

We have our own Scotts Park Core Values: Pride, Positivity and Perseverance which show the children that we regard educating not just in terms of academics but also in terms of the whole person.

We are constantly in awe of the children here at Scotts Park and welcome the opportunity to show you, our school.

**Samantha Norris,**

**Executive Head Teacher**





# ABOUT THE SCHOOL

## Scotts Park Primary School

Primary School is a special time in a child's life and at Scotts Park, we go out of our way to ensure the personal family atmosphere that we have nurtured within our school community is cherished. We provide a caring and stimulating learning environment, enabling all our children to thrive, learn and enjoy their time at school.

We have extremely high standards and expect all members of the school community to share these in order to provide our children with the very best opportunities.

Parents and staff work together in an atmosphere of cooperation to promote a love of learning and the development of the whole person. Truly the term "every child matters" is completely applicable to our school, and with the parents' help and support, we intend to develop all the talents and gifts that any individual may have.

Scotts Park is a growing community and we are very proud of our school and the good reputation we have within the local and wider communities. Our partnership with Education for the 21st Century ensures that we shall not only grow in size, but also in our aims to provide excellent opportunities for all our children and staff so that they may be the best that they can be.



# ABOUT THE ROLE

## Teaching Assistant

Based at Scotts Park Primary School

Education for the 21st Century is a values-led organisation, driven by a determination to create welcoming and open schools for the local community, where every person thrives, makes excellent progress, and succeeds. We are committed to improving outcomes and transforming lives, realising social mobility, and the transformative power of education. We value the difference in all of our schools while seeking to bring them together around a framework that delivers an enriching experience and a great education for the young people within our care.

We want the very best for all of our young people. Our plan to ensure that we deliver great schools is underpinned by our shared values of trust, kindness, and endeavour. Our schools and our staff are collaborative, and we seek to create consistency and quality throughout.

Our leaders create improvement in schools that is robust and sustainable. We are as enthusiastic about developing and nurturing our staff, as we are about developing our young people. Our professional development programs and our approach to school improvement provide quality and rigor while creating a depth of experience and learning for our staff.

We are looking for an enthusiastic Teaching Assistant to join our team from May 2024. In the role of Teaching Assistant, our successful candidate will implement structured learning activities/teaching programmes and support pupils in accessing learning activities under the guidance of the class teacher. On occasion, you will be required to cover a class on a short-term basis. You will also provide feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential and manage classroom activities safely.

We can offer you:

- Personalised induction programme
- A positive and supportive team
- A staff wellbeing programme

If you would like more information about this role, please contact the school on 0208 460 8899 to arrange an informal discussion.

Closing Date for all applications: Friday 10<sup>th</sup> May, no later than 8am

Shortlisting: Friday 10<sup>th</sup> May

Interview Date: Friday 17<sup>th</sup> May







# JOB DESCRIPTION

**JOB TITLE: Teaching Assistant**

**CLOSING DATE:** Friday 10<sup>th</sup> May 2024

**SALARY:** NJC 1.3 FTE £26,238 Actual salary - £18,703

**CONTRACT TYPE:** Permanent

**WORKING HOURS:** 8.30am – 3.30pm, Monday to Friday term time only

**LOCATION:** Scotts Park Primary School (Orchard Road, BR1 2PR)

**REPORTING TO:** Deputy Head Teacher

## JOB PURPOSE

Supervision and learning support for pupils on both a one to one as well as small groups basis. Provide general support to our teaching staff by assisting with classroom organisation, practical preparation for lessons or assessments as directed by the class teacher. Occasional short-term cover of whole class

## KEY RESPONSIBILITIES

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

- Use specialist (curricular/learning) skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.
- Supervise pupils, including those with special needs, ensuring their safety and encouraging pupils to interact with others, to engage in activities led by the teacher, and to act independently.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting work/plans as appropriate.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.



PERSONAL SPECIFICATION

Essential Criteria	Desirable Criteria
Good standard of education. GCSE Maths and English or equivalent	NVQ/QCA qualification – minimum Level 3
Good command of English – both verbal and written	Experience of delivering whole class teaching
Previous experience of working with children in an educational setting	
An holistic approach to the wellbeing and education of pupils	Exceptional awareness of the principles of safeguarding and understand the duties and responsibilities arising from Keeping Children Safe in Education (KCSIE)
The ability to challenge and engage children in their learning through creative opportunities, with high levels of expectations of all learners	
Ability to think creatively to deliver learning, to fulfil the school’s vision	
Effective communicator	



# HOW TO APPLY

Education for the 21st Century is committed to developing exceptional teams to work with our communities. We invest heavily in talent and aim to provide rewarding careers and clear progression pathways.

We use a recruitment software programme called MyNewTerm for all vacancies.

## PROCESS TIMELINE

**Closing Date and Time: Friday 10<sup>th</sup> May, no later than 10am**

**Interviews: Friday 17<sup>th</sup> May**

For more information, please contact Mrs Lisa Crichlow, School Business Manager - [lcrichlow@scottspark.e21c.co.uk](mailto:lcrichlow@scottspark.e21c.co.uk)

\*We reserve the right to removing this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

We look forward to hearing from you.

***Education for the 21<sup>st</sup> Century is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and where applicable, a prohibition from teaching check will be completed for all applicants. Education for the 21<sup>st</sup> Century is fully committed to equality and to valuing diversity as an employer and a provider of education.***





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