

St. Crispin's
Excellence for all



Excellence FOR ALL

Applicant Information Pack:
Maths Intervention Assistant

Closing date: 9am, Friday 25th October

Applications can be made via

TES quick apply or by completing the [application form](#).

To arrange a visit or return completed forms contact

Sarah Hales - haless@crispins.co.uk tel. 0118 978 1144



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Would you like to make a real difference to the lives of our amazing young people and be part of a friendly, supportive team?

Part-time for January 2025 | The Circle Trust Main Pay Scale. Grade 5 pt. 12 £11,006 p.a.

As a Maths Intervention Assistant working under the guidance of our Head of Department and qualified teachers, you will play an invaluable role supporting individual and small groups of students to develop and improve basic numeracy skills.

If you are passionate and skilled in engaging, motivating and inspiring young people to learn, progress and achieve, we would love to hear from you.

Staff wellbeing is a key focus; we want you to enjoy coming to work and to feel valued in all that you contribute. The Maths department are a warm, welcoming and experienced team of Maths and Computer Science teachers.

St Crispin's is a founding school of The Circle Trust, created to serve the local area and borne out of a desire that all children and young people have an excellent, well-rounded education where the best teaching and facilities and the most up-to-date resources are made available to them.

Visits to the school are warmly welcomed!

To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher haless@crispins.co.uk | Tel: 0118 978 1144

Applications can be made via **TES quick apply** or by completing the [application form](#) on our school website

Closing date: 9am, Friday 25th October | **Interview date:** Week commencing Monday 4th November

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early, should we receive sufficient applications.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant must be willing to undergo screening appropriate to the post. This will include an enhanced DBS check.



Our school

St Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to fulfil their potential.

We believe in promoting excellence in an atmosphere where students can learn, enjoy, grow and support each other.

We have a strong focus on the basics: excellent learning and teaching, a safe, disciplined environment and an ethos that promotes high aspirations.

Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well-rounded, articulate, confident and happy is of equal importance.

We have a wonderful team of committed staff that provide support, challenge and expertise to enable every student to achieve.

Key Information

Type of School	Academy
Planned Admission Number (PAN) for Year 7	210
NoR	1498
Ofsted	Good (2022)
% SEND Students	17
% EAL Students	27
% Pupil Premium Students	12





Pastoral system

Our school ethos for many years has been 'Excellence for All' and it is very much at the heart of all that we do. Indeed, we strive for excellence **from** all to ensure that there is a positive culture within our community to be the best that we can. We work to ensure that students not only leave with the best possible academic results that they can be proud of, but also key skills for the working world which are individualised to their needs and the path they wish to follow.

We offer enrichment beyond the classroom as much as possible, and stakeholders speak highly of the opportunities that the school offers. We tailor the curriculum termly for each year group to develop key life skills and virtues such as respect and resilience.

Our commitment to preparing young people for the wider world is reflected in not only our very low NEET figures but the increasing number of young people who choose to stay at the school for their post-16 studies and the number of external students that join us for the Sixth Form.



Our culture

The importance we place on values and positive behaviour ensures a culture within the school where students recognise that whilst they do have rights such as 'to learn' and 'to be heard', they also have a responsibility to respect one another as well as the wider community. This underpins the behaviour procedures which staff are consistent in implementing. We continually review the effectiveness of policies and approaches, and staff are encouraged to reward students for positive behaviour and for showing respect to our community.



About The Circle Trust

The Circle Trust, established in 2018, was created to serve Wokingham and the surrounded area. The Circle Trust was borne out of a desire that all children and young people have an excellent, well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

 [An introduction to The Circle Trust](#)

We are a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils.



For more information

Please visit [The Circle Trust](#) website and [Family Circle guide](#).

Our Trust's vision is

All children and young people deserve to have an excellent well-rounded education and **to flourish** in first rate schools with the best teaching, the best facilities and the most up to date resources made available to them.





Job description

Salary	The Circle Trust Main Pay Scale. Grade 5 pt. 12 £11,006 p.a.		
Contract	18 hours per week over 3 days, 8.30-3.00pm Term-time only +5 Inset days	Start Date	6 th January 2024

Aim and main purpose of the job:

To support student learning under the direction of qualified teachers.

General Accountabilities:

- To work with individuals and small groups of students who have been identified as in need of extra support
- Prepare work for intervention/support sessions using appropriate resources e.g. the intervention tool kit, identified raising achievement schemes, under the guidance of the classroom teacher
- Deliver, assess, and mark work providing feedback to the individuals/small groups
- Organise and manage the learning environment and resources, taking into account student's language and cultural background
- Work with the Classroom Teacher/Head of Maths and Computing to establish and monitor individual targets for students
- Monitor, record and analyse pupil data such as attendance records and tracking data
- Take account of students SEN and support in the classroom
- Liaise with other professionals respecting confidentiality, contributing to observations, record keeping and assessment of students
- Report student progress to Head of Department
- To follow statutory guidance and school policies including child protection, safeguarding and GDPR.
- To carry out tasks as reasonably required by the Headteacher.

Details of Line Management:

- This post is line managed by a Deputy Headteacher, day to day activities are directed by the Head of Department

Notes:

- Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.
- This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.



Person specification

Criteria		Essential	Desirable
Qualifications and training			
1	Good literacy/numeracy skills	✓	
2	Supervisory skills	✓	
3	Will hold a <i>relevant</i> degree	✓	
4	Experience of working in a secondary school, HLTA standard or equivalent qualification or experience		✓
5	Training in relevant strategies e.g. Behaviour management, special needs, bi-lingual, signing etc.		✓
6	Have undertaken appropriate first aid training		✓

Competence Summary (knowledge, abilities, skills, experience)			
7	Will have an evident skills base in engaging, motivating and inspiring young people to learn, progress and achieve	✓	
8	Will have an evident skills base in learning, teaching and assessment methods	✓	
9	Will have knowledge and/or experience of learning and teaching pupils with additional needs within either a primary, secondary or special school setting	✓	
10	Knowledge of how to differentiate curriculum materials	✓	
11	The ability to organize and maintain effective record keeping	✓	
12	Able to form positive relationships with pupils while exercising authority in the classroom	✓	
13	Experience of working with pupils with additional needs	✓	
14	Able to use ICT to effectively support learning	✓	



15	Good Interpersonal skills, with the ability to communicate clearly and respond sensitively to others	✓	
16	The ability to work independently and as part of a team	✓	
17	The ability to act upon advice and guidance	✓	
18	Knowledge of GCSE specifications	✓	
19	Able to work with students within an agreed behaviour management policy	✓	
20	Working knowledge and experience of implementing national curriculum, relevant learning programmes/strategies and understanding of child development and learning processes (in particular barriers to learning)		✓

Work related personal requirements

21	Commitment to equality of opportunity	✓	
22	Commitment to the role and continuing professional development	✓	

Other work requirements

23	Suitable to work with children	✓	
24	Able to identify own training needs and actively seek learning opportunities, share knowledge with others, support their development and participate in training and development activities	✓	



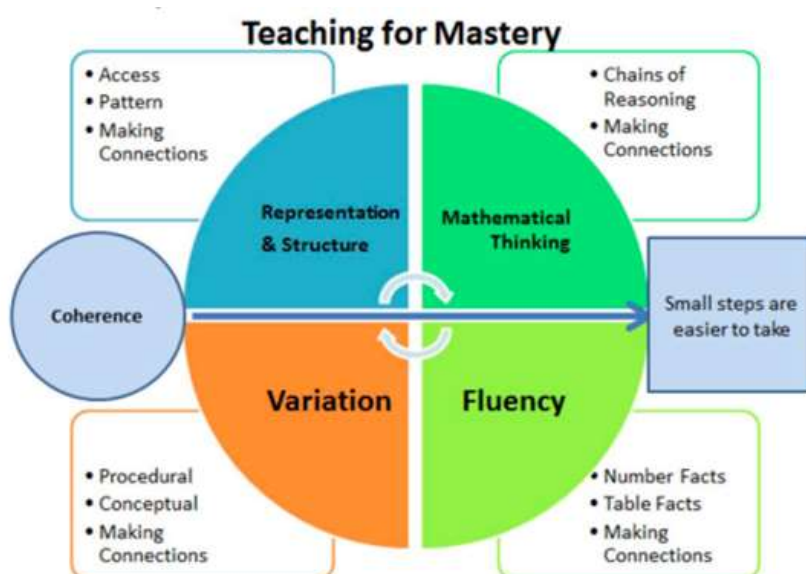
Maths and Computing Department

Introduction and welcome by Head of Department including departmental vision

The school motto is "Excellence for all" and this drives everything that we do in the Maths and Computing department. We strive to have excellent learning experiences and outcomes for students and an excellent working environment for our staff. I strongly recommend all applicants visit the department before applying to see first-hand what a warm, welcoming and experienced team of Maths and Computer Science teachers we have and the supportive team you would be joining. We are very fortunate in having the two departments together as it gives us a greater team, with a wealth of experience. Together, we can map students learning across both curriculums, allowing us the opportunity to make logical links between the mathematical processes and the computational algorithms needed to apply them. By combining the two departments, students benefit from having computing and computational thinking taught in ability set classes explicitly as a separate subject from IT, which is delivered as part of the science department.

Curriculum overview

At key stage 3, we strongly believe in getting the basics right and focus heavily on developing numeracy and algebraic skills in Year 7. We are moving over to a mastery scheme of work and are in the process of developing and delivering this to our second cohort of year 7 and our first cohort at year 8, with the plan to roll it up each year going forwards. We have developed our own schemes of work and department wide resources. These include rich tasks and activities that develop problem-solving strategies, with an aim to foster a love of subject in the lower school. In Year 9, we are currently delivering the Oxford University Press MyMaths series.



At key stage 3, all students receive one hour a fortnight of Computing with a specialist computing teacher. Our Computing curriculum in key stage 3 ranges from cyber security to developing programming skills, which from Year 7 onwards includes using micro-bit and scratch and advances to using python from Year 8. More details of both our Maths and Computing schemes of work can be found on our school website.

At key stage 4, we follow the 9-1 AQA GCSE. We always have excellent GCSE results for maths and run intervention programmes to ensure all pupils make the best possible progress. Our 9-4/A*-C pass rate has been consistently between 84% and 87% for many years and we have been ranked in the top quintile for progress 8 for maths since the measure came in. Students' progress is monitored carefully by classroom teachers and key stage coordinators using end of half term tests for the lower school and chapter tests for key stages 4. Specialist maths intervention staff use these results to support classroom teachers and students as necessary.

In computing at key stage 4, we currently follow the 9-1 AQA GCSE Computer Science course. It is the fastest growing option subject at St. Crispin's for GCSE and we now have 3 classes in each year group taking the course, out of a 7-form entry year group. This reflects the strength and love of a subject that is being developed during the specialist computing lessons at key stage 3. To be eligible to take this course, we require students to be taking higher tier GCSE Maths. Students' progress is monitored closely using tracking tasks and we run timetabled intervention classes with year 11 groups to ensure students have the best chance of success in this subject.

At key stage 5, we continue using the MyMaths textbooks and systems for both the new AQA A-level Maths and Further Maths. At A-level, we have several maths classes and one class for further maths in each year group, and are always one of the most popular A-level subjects in the school. This reflects the quality of the department, its leadership and the supportive environment and the enjoyment of subject we foster in the lower years. We introduced the OCR A-level Computer Science in September 2021 and it was immediately popular and successful. We are looking forward to watching Computer Science grow as a subject at St Crispin's even more in the future.

Examination results

We are incredibly proud of our examination results at St. Crispin's. At GCSE, for many years we have consistently achieved 84%, or above, of year 11 students achieving grades A*-C or 9-4 in Maths. Our excellence for all philosophy means that we want the best for all students and successfully offer the ELC for lower ability students for whom GCSE Maths is a challenge. Our Computer Science results are more varied, depending upon the cohort we have each year but progress measures are always positive.

Resources and rooming

At all key stages, we use the Mathspad textbooks for Maths and students have access to their own books in class and via the online platform at home. We use Teams effectively with all classes across Maths and Computing to share resources and assignments with students. We also use Sparx Maths as our homework platform. The department is split across three blocks: the main maths block with maths classrooms and the maths and computing department office and tea room; a separate Computing block with two computer rooms, which were refitted this summer, and two further maths classrooms; a new block with two further maths classrooms. The department also has a set of 35 laptops for use with students. This year, all classrooms have new SMART interactive whiteboards and are equipped with the resources we need to create engaging environments in which students can learn. The department is well resourced and we have developed excellent practises in creating and sharing our own resources. We also subscribe to Craig and Dave, mathspad, mathsbox, kerboodle, mathswatch and mymaths to ensure teachers have a wealth of resources for use in the classroom and for setting regular personal study tasks for students to complete at home.

I am very proud of the Maths and Computing department at St. Crispin's

Kathryn Baker, Head of Maths and Computing



Photo taken by Stewart Turkington Photography

About Wokingham

Wokingham has plenty to offer and our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration programme and the population continues to grow.

We are often found at or near the top of surveys for the best place to live and to raise a family. We are surrounded by spacious woodland and lush green fields. There are plenty of options for being active in the great outdoors – we are near excellent mountain bike trails, water sport centres, play areas, skateboard parks, golf courses and bridle paths. There are also many other ways to keep busy with nearby cinemas, ten pin bowling and theatres.

We enjoy good transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford, in addition to being just 40 miles from central London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and Windsor is of course world-renowned for its Royal residence, Windsor Castle.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events.

We love our town, and we look forward to welcoming you.



The process and how to apply

The Circle Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS, checks on references and an online search.

Visits to the School

Visits to St. Crispin's are warmly welcomed.
To arrange a visit, please contact Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on: 0118 978 1144

Application form

Please complete the [application form](#), or 'Quick Apply' form if applying via TES. These are the only forms that will be accepted. You should ensure that your personal statement is no more than two pages of A4.

References

We require two references from all candidates, one of which must be from your most recent employer. If any references relate to employment at a school/college, your referee must be the Headteacher/Principal. If you are short-listed, the school will contact your referees without further reference to you.

Equal opportunities monitoring form

We are committed to recruiting, retaining and developing a workforce that reflects at all grades the diverse communities that we serve. It is vital that we monitor and analyse diversity information so that we can ensure that our HR processes are fair and transparent.

Any information provided on this form will be treated as strictly confidential, will not be seen by staff directly involved in the appointment and no information will be published or used in any way which allows any individual to be identified.

The completion of this [equal opportunity monitoring form](#) is entirely voluntary. However, it will assist us in carrying out this monitoring. We would therefore be grateful if you would complete the questions on this form.

Prior to shortlisting this information will be removed from your application form and used only to provide data for statistical purposes.

Application closing date

The closing date for applications is **9.00am, Friday 25th October**. Applications can be made via **TES quick apply** or the [application form](#) on our school website.

Please send your application to Sarah Hales - PA to Headteacher
haless@crispins.co.uk or on: 0118 978 1144
Applications will be acknowledged by email on the next school day.

Please note, we will be reviewing applications on a daily basis and reserve the right to close the advert early.

Shortlisting

Shortlisting will be against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited to interview.

Interview Date

Week commencing Monday 4th November

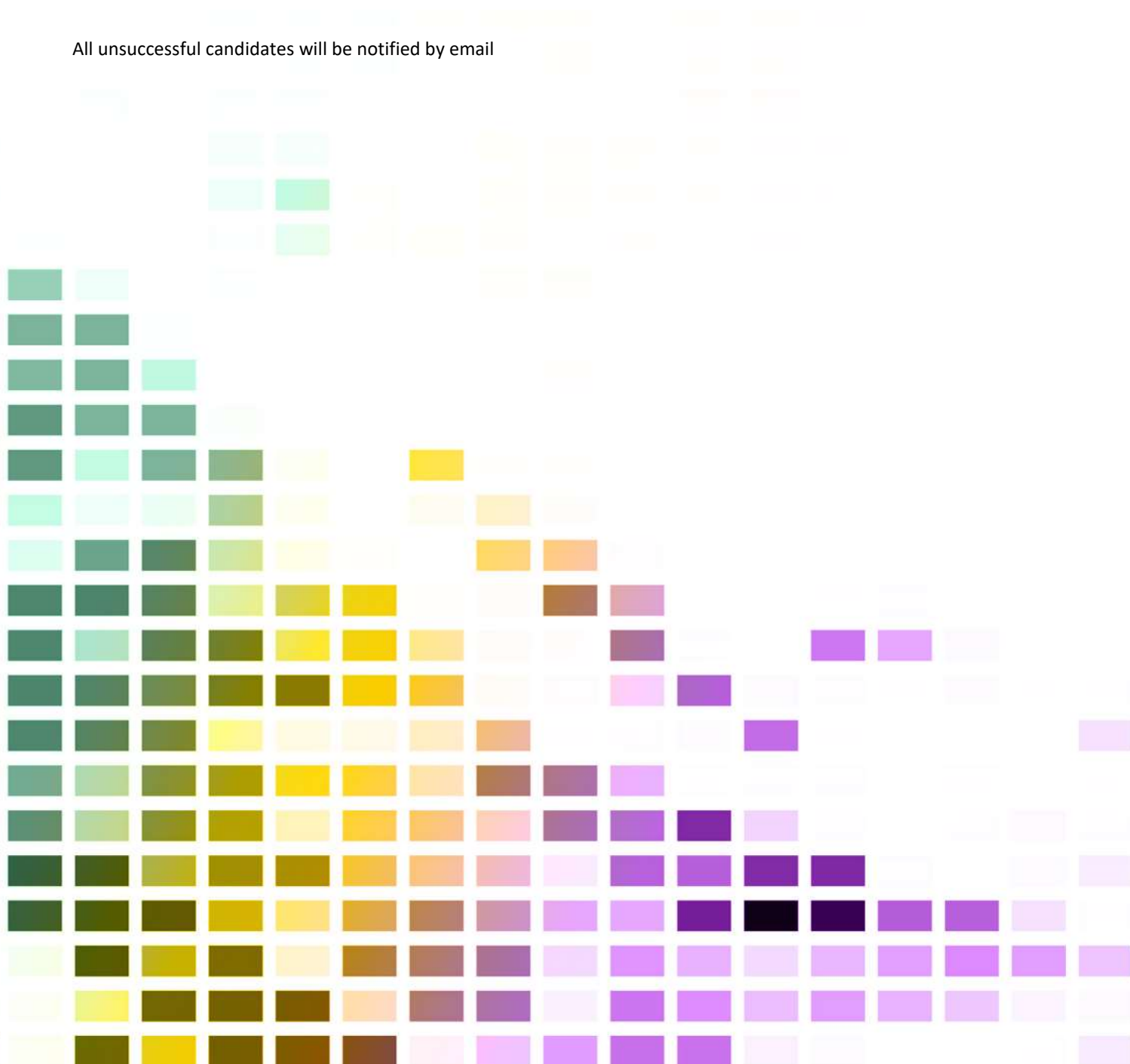
Checks

If you attend the interview, you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed or posted. Any offer is made subject to satisfactory references, enhanced DBS clearance and other safeguarding checks as required.

All unsuccessful candidates will be notified by email



How we use your data

In completing this application form you should refer to the Recruitment Privacy Notice on our website. The personal information collected on this form will be processed to manage your application in accordance with the Recruitment Privacy Notice.

If successful, your personal information will be retained whilst you are an employee and used for payroll, pension and employee administration in accordance with the Staff Privacy Notice which is available on our website and will be issued on appointment. Information will not ordinarily be disclosed to anyone outside The Circle Trust without first seeking your permission, unless there is a statutory reason for doing so.

In accordance with our statutory obligations under Keeping Children Safe in Education, The Circle Trust is required to conduct an online search as part of our due diligence on the successful candidate. This may help identify any incidents or issues that have happened and are publicly available online. If there are any, we may wish to explore them with you prior to confirming your appointment. We carry out these searches for SLT roles using a trusted third party.

If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date, in accordance with the Recruitment Privacy Notice

Thank you for your interest. If you have any questions or wish to arrange a visit, please contact Sarah Hales either. Via email haless@crispins.co.uk or call on 0118 978 1144.





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The Circle Trust is a charitable company registered in England and Wales (number 11031096) whose registered office is The Oval Offices C/O St Crispin's School, London Road, Wokingham RG40 1SS. Further information about The Circle Trust is available at www.thecircletrust.co.uk.