

Excellence FOR ALL

Applicant Information Pack:

KS3 Pupil Premium Intervention Assistant
Part-time

Closing date: 9am, Monday 23rd February 2026

Applications can be made 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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KS3 Pupil Premium Intervention Assistant

Part-time I Term Time Only I Immediate Start
The Circle Trust Main Pay Scale. Grade 5 point 12 £9,759 per annum (actual salary).

National and local data consistently show a disparity in educational outcomes between Pupil Premium and non-Pupil Premium students. At KS3, this gap becomes particularly critical as students transition to secondary education, laying the foundation for success at GCSE level. Without targeted intervention, PP students often face barriers that hinder their progress, including:

- Lower literacy and numeracy levels upon entry.
- Reduced access to enrichment opportunities.
- Lower self-esteem and confidence.
- Socioeconomic challenges that affect attendance and engagement.

The introduction of a KS3 Intervention Assistant would directly target these barriers, providing dedicated support to close the gap early in students' secondary education journey.

Staff wellbeing is a key focus at St Crispin's School; we want you to enjoy coming to work and to feel valued in all that you contribute. At St Crispin's our ethos of "Excellence for All" encapsulates our commitment to do the very best for both students *and* staff and you will be welcomed by a happy, friendly and supportive team.

Visits to the school are warmly welcomed!

To arrange a visit or apply

Contact Sarah Hales - PA to Headteacher haless@crispins.co.uk I Tel: 0118 978 1144
Applications can be made by completing the **application form** on our school website

Closing date: 9am Monday 23rd January 2026 **I Interview date:** TBC

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	1552
Ofsted	Good (2022)
% SEND Students	16
% EAL Students	28
% Pupil Premium Students	12

Results

Progress 8	0.52
Attainment 8	54.14
English and Maths GCSE	62% 5+
A Levels	B-





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 point 12 £9,759 per annum (actual salary).**		
Contract	**Part-time, 15 hours/week, term-time only, fixed term to end of August 2026**	**Start Date**	**Immediate start**

Aim and main purpose of the job:

The Key Stage 3 Pupil Premium Intervention Assistant is responsible for providing targeted academic and pastoral support to Pupil Premium students in Key Stage 3 (Years 7–9). Their role primarily involves delivering English and Maths tuition to small groups or individual students, as well as offering pastoral care to address any barriers to learning and promote student well-being.

The aim is to help close the attainment gap for Pupil Premium students by delivering personalised interventions that foster both academic progress and social/emotional development.

Key responsibilities:

Academic support:

- **Maths and English Tuition**: Provide tailored 1:1 or small-group teaching sessions in Maths and English for Pupil Premium students who are identified as underachieving or at risk of falling behind.
- **Progress Monitoring**: Track and monitor the progress of individual students, identifying gaps in knowledge and adjusting intervention plans accordingly.
- **Collaborative Planning**: Work alongside classroom teachers to coordinate intervention strategies, ensuring they complement the curriculum and are tailored to individual learning needs.
- **Resource Development**: Develop, adapt, and use a variety of resources to support students in Maths and English, making learning accessible and engaging.

Pastoral care:

- **Student Mentoring**: Act as a mentor for Pupil Premium students, building positive relationships to encourage engagement, confidence, and self-esteem.
- **Emotional and Social Support**: Provide social and emotional support to students facing challenges outside of academics, such as low confidence, peer issues, or family-related concerns, ensuring these do not hinder their learning.
- **Safe Learning Environment**: Contribute to maintaining a positive and inclusive environment where students feel safe, respected, and motivated to achieve.

Collaboration and Communication:

- **Liaison with Classroom teachers**: Regularly communicate with classroom teachers and the Pupil Premium Coordinator to share student progress, challenges, and suggestions for further support.
- **Parental Engagement**: Support the school in fostering positive relationships with parents/carers, updating them on their child's progress and seeking their input where necessary.

Administrative duties:

- **Data Management**: Record and maintain detailed intervention logs, attendance records, and progress reports for Pupil Premium students.
- **Reporting**: Provide regular updates on the effectiveness of interventions, contributing to school reports and data reviews regarding Pupil Premium performance.
- **Assessment Support**: Assist teachers in preparing and administering assessments, analysing results, and identifying target students for additional intervention.

Details of Line Management:

- Teachers are line managed by Heads of Department (and Heads of Year in respect to their work as a tutor)

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	Degree in Education or a related subject	✓	
2	Qualified teacher status (QTS) or equivalent	✓	
Experience and skills			
3	Previous experience teaching KS2 or 3 students	✓	
4	Experience teaching targeted interventions or tuition in English and Maths	✓	
5	Strong understanding of KS3 Maths and English curricula	✓	
6	Excellent communication and interpersonal skills, with the ability to build positive relationships with students, staff and parents	✓	
7	Ability to adapt teaching strategies to meet the needs of individual students	✓	
8	Effective organisational and time-management skills, with the ability to manage multiple priorities	✓	
Work related personal requirements			
9	Empathy, patience, and a genuine passion for helping students achieve their full potential	✓	
10	A proactive approach, with a commitment to removing barriers to	✓	

	learning and ensuring students thrive both academically and personally		
11	Ability to work both independently and as part of a wider team	✓	

Other work requirements

12	Experience working with Pupil Premium or other disadvantaged groups		✓
13	Knowledge of social and emotional learning strategies		✓
14	Familiarity with safeguarding and child protection policies		✓

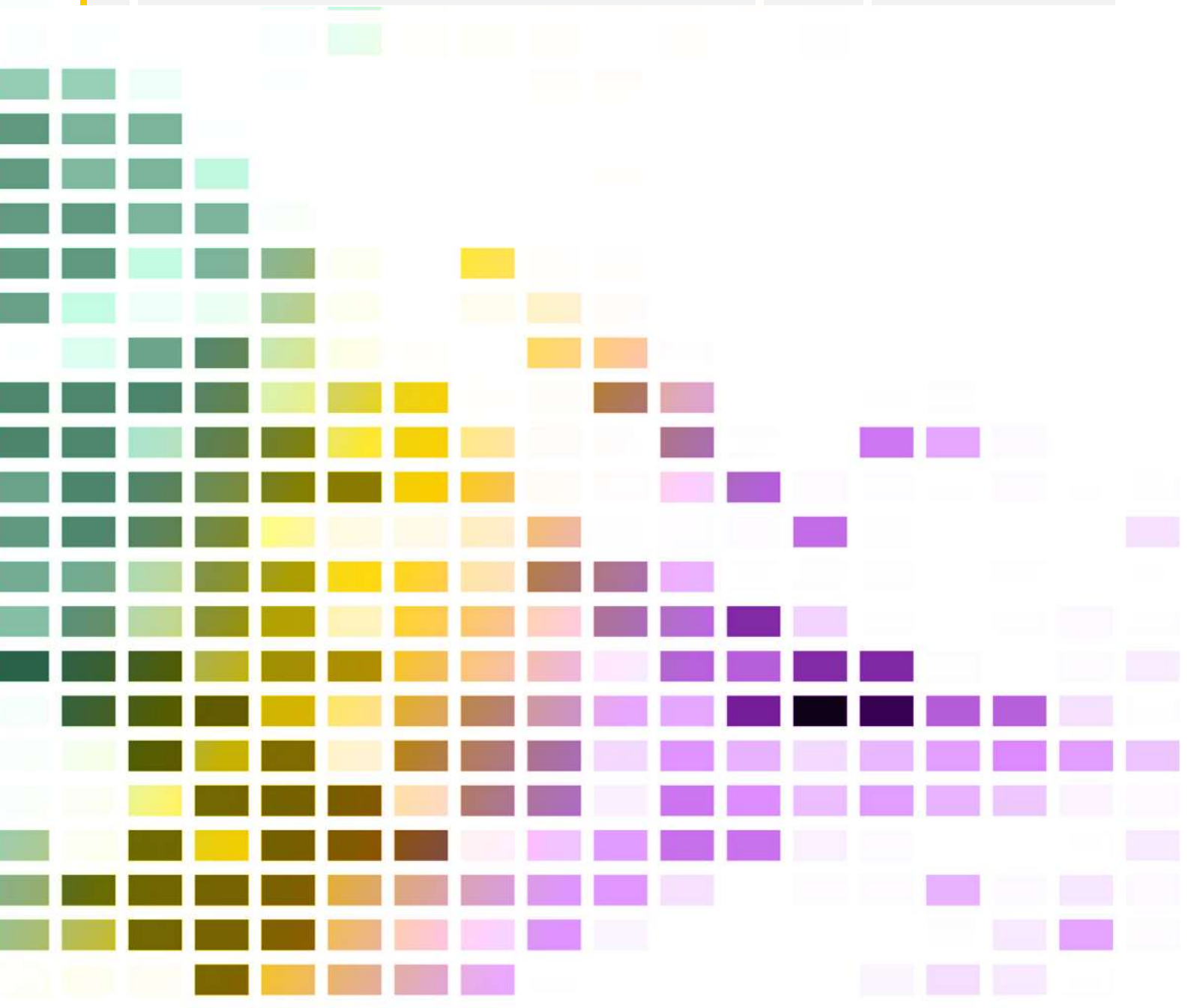




Photo taken by Stewart Turkington Photography

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, to name a few! 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**. This is the only form 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, Monday 23rd February 2026.** Applications can be made by completing 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 criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the criteria will be invited to interview.

Interview date	TBC.
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.

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.



St. Crispin's
Excellence for all



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The Circle Trust

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