



THE REACH FREE
SCHOOL

Year 7 Assistant Teacher

Candidate Pack

**The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB**

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01923 711517

Dear candidate,

Thank you for expressing an interest in this position. The last few years have presented many challenges, not just in education, but in all aspects of life. If this period has taught us anything, it is that face-to-face interaction with people is vital for our wellbeing and development. Academic achievement, our school community and a love of learning are key to this school's ethos. We take great pride in knowing all of our pupils, their strengths, goals and passions and everywhere you turn in this school there are pupils and staff working together to achieve the very best. Hopefully the disruptions of the last two years are behind us and we can now look ahead to what the future holds.



As a school we have continued to expand and develop, building on the significant strengths identified in our February 2019 Ofsted report. Attracting the very best staff is the most effective way to grow and it is important for us as we enter the next chapter in the history of the school.

Our GCSE and A Level results are strong and we are firmly established in our purpose built school ensuring that future generations of young people have access to modern educational facilities right in the heart of their community.

If you have the passion to contribute to our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher

The School

The Reach Free School is an 11 to 18 school in Rickmansworth, which serves pupils of all backgrounds and abilities. Opened in September 2013, the school was founded by a group of teachers and local parents in response to a significant demand for more secondary school places in the area.

All involved with the school have high aspirations for our pupils and high expectations of them. As such we expect all pupils to:

- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning



The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are very much involved in the school's wider responsibilities, developing skills in leadership and decision making, communication and collaboration and independent, self led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School and it is important that our pupils recognise their own responsibilities as members of the community. It is this that underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum is designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil in order for them to maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 750 pupils, The Reach Free School is a close-knit environment, ensuring a strong sense of community.

Modern facilities - In September 2018 the school moved to its £19 million new home with first-class facilities throughout.

'Outstanding' Judgements - In February 2019 the school was inspected by Ofsted and received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. There were many strengths of the school identified in the inspection, not least the "excellent relationships between staff and pupils..." and "behaviour around the school is exemplary".

Transition – Ordinarily there are four classes in each year group, however in September 2022 we took an additional form of entry. Each year 7 class benefits from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and help us to understand each child as an individual.

Focus on English and Mathematics – The school specialises in English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

Community Common Room – Once a week, all pupils work in groups towards a shared goal for the local community. Working together on a community project develops our pupils as creative, confident and proactive individuals.

Targeted Academic Support Programme - In Key Stage 4 and Post-16 we dedicate time to supporting our pupils, in smaller groups, as they work towards their GCSEs and vocational qualifications.

Technology Rich – All pupils have their own school device and teachers are encouraged to utilise the latest technology to teach in innovative and creative ways.

Expectations

At The Reach Free School we expect all staff to:

- First and foremost have a passion for education and be open to innovative approaches in everyday aspects of school life
- Be committed to supporting other members of staff to ensure the best outcomes for all pupils at the school
- Contribute to the overall development of the school
- Be flexible in their approach to work, adapting to new challenges
- Offer enrichment and extra-curricular experiences related to their subject area and beyond

In return, we offer:

- A unique opportunity to help build on the school's successes to date
- A happy and supportive working environment with high expectations and standards
- The opportunity to be a part of a forward-thinking school
- The freedom and flexibility to carry out their role in a positive working environment
- Access to the latest technology to assist them with their role
- The opportunity to gain and develop a broad set of skills
- Competitive salaries, based on skills and experience
- The potential to become a qualified teacher through our School Direct programme
- A BUPA cash plan to contribute to medical care

The Local Area

The school has been borne out of the need for more education provision in the Mill End, Maple Cross and Rickmansworth area. There is a continuing demand for high quality school places in the local area and the school is helping to meet these needs.





Job description

Job Title: Year 7 Assistant Teacher
 Reports to: SENCo
 Hours: Full time (8.00am - 4.30pm)
 Salary: Starting salary of £19,215 per annum (Term Time only)
 Contract: Permanent

Overall responsibilities

To support pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make rapid academic progress, make positive contributions to the school community and enjoy their learning.

Main duties

An Assistant Teacher at The Reach Free School is responsible for the social and emotional wellbeing of either their own year 7 class, assisting subject staff in delivering personalised support and challenge for those pupils across the curriculum, or targeted pupils as named by the Pupil Support Coordinator or the Head of House. In all that they do, Assistant Teachers support and uphold the ACE ethos of the school – achievement, community and enjoyment.

Achievement:

- Liaise with staff about interventions and strategies needed for named pupils
- Supervise and provide support for named pupils ensuring they have access to learning
- Assess and evaluate both the pupils' learning and the effectiveness of the provision for named pupils
- Work with teachers to assess the needs of individual pupils
- Observe, record and feedback information on pupils' achievements, progress and difficulties to teachers and the Head of House
- Assist with whole class teaching
- Assist in the design, implementation and review of Individual Education Plans for specific pupils
- Support, both as directed and through own initiative, groups of, or individual, pupils
- Prepare and maintain equipment/resources for use by pupils as directed by the teacher and assist the pupils in their use
- Deliver the school's PSHE and STEM programmes to the class

- Use ICT to enhance the quality and variety of teaching and to support pupils in utilising this key tool in their own learning
- Monitor and manage the attendance and punctuality of pupils in their class, to school and to lessons

Community:

- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- Encourage pupils to become independent learners and promote self-esteem
- Encourage pupils to engage in activities led by the teacher, giving pupils ownership of the task
- Promote inclusion and acceptance of all pupils
- Contribute to ensuring classroom and corridor displays of pupils' achievements are current and in excellent repair
- Liaise with parents, guardians and carers to maximise pupil wellbeing and achievement
- Attend regular meetings and training as required
- Assist with behaviour management in and outside of the classroom for all pupils in line with school's policies and encourage pupils to take responsibility for their own behaviour and learning.
- Supervise pupils in line with the supervision duty rotas
- All staff should share their talents, skills, ideas and enthusiasms for the benefit of the whole school and should be ready to accept responsibilities that extend beyond the classroom

Enjoyment:

- Create a purposeful, happy, secure and stimulating learning environment for their class
- Have a sympathetic understanding of every child's needs in their remit
- Maintain pupil and family confidentiality, be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Run extra-curricular activities and participate in trips and visits
- Secure high standards of behaviour in line with the School's Code of Conduct and Behaviour Policy
- Attend to personal professional development and ensure keeping abreast of national, local and school initiatives and best practice

Wider Responsibilities

All Assistant Teachers at The Reach Free School will:

- Deliver REACH Time (PSHE), STEM and extra-curricular activities
- Partake in activities aimed at promoting the school, including, but not limited to, open evenings, visits to primary schools and community events
- Carry out other tasks commensurate with their position, as directed by the Senior Leadership Team

Job context

The Reach Free School welcomes individuals of a high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils. Assistant Teachers have a responsibility for the pastoral wellbeing and achievements of all pupils in their remit and are supported in that role by their line manager.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment, to enable access to employment opportunities for disabled applicants, or continued employment for any employee who develops a disabling condition.

Review of duties

The specific duties attached to any individual member of staff are subject to annual review and may, after discussion with the employee, be changed.

Salary

The starting salary for an Assistant Teacher is £19,215 per annum. This is based on daily working hours of 8.00am until 4.30pm, working 39 teaching weeks of the year.

Person specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> GCSE Maths and English (grade A*-C) or equivalent Education to A-Level Right to work in the UK 	<ul style="list-style-type: none"> Education to degree level Experience of working within a school environment. Knowledge and experience of a range of interventions Evidence of relevant recent continuing professional development (CPD) Qualifications/interests relevant to extra-curricular activities
Personal characteristics	<ul style="list-style-type: none"> Genuine passion and a belief in the potential of every pupil Helpful, positive and calm nature Ability to follow instructions but make good judgements and lead when required 	<ul style="list-style-type: none"> An interest or hobby which benefits the extra curricular offer at the school
Skills and Abilities	<ul style="list-style-type: none"> Ability to motivate, inspire and support all pupils to achieve and succeed Ability to work flexibly, working with different pupils as and when the need arises Ability to liaise with other members of staff to record and track pupils progress Able to support activities and respond to the difficulties of the pupil, providing help and support where necessary as directed by the teacher or Pupil Support Coordinator Ability to reflect and develop your practice for the benefits of all learners 	<ul style="list-style-type: none"> Training in child protection Training in first aid

	<ul style="list-style-type: none"> • Ability to solve problems and make decisions • Ability to work collaboratively • Able to communicate with a wide range of audiences, both verbally and written • Commitment to The Reach Free School's core values of achievement, community, and enjoyment (ACE) • Good numeracy and literacy skills • Confident and competent use of ICT 	
Other qualities	<ul style="list-style-type: none"> • Awareness of health and safety requirements related to the role • A flexible approach to working patterns and expectations, understanding the evolving nature of the role and school • A desire to succeed in all aspects of the job • A commitment to the promotion of health, safety and safeguarding of children 	

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

- Electronically to: Mrs Samantha Berman, Headteacher's PA, sberman@reachfree.co.uk
- By post to: The Reach Free School
Long Lane
Rickmansworth
Hertfordshire
WD3 8AB

Once your application has been received it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at sberman@reachfree.co.uk.

The Reach Free School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy we are unable to process applications without a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check. Non-disclosure may lead to termination of your employment.

