



Bishop David Brown

Our vision is to be an outstanding school, providing a stimulating educational environment enabling students to achieve their full potential

Candidate Brief

Student Support Assistant



Unity Schools Trust
'Excellence through collaboration'



Dear Applicant

Student Support Assistant

Thank you for showing an interest in the post of Student Support Assistant at Bishop David Brown School.

I am extremely honoured to be leading this fantastic school and I am looking for a colleague who has the foresight and determination to support us in taking the school to outstanding.

We have recently joined a Multi Academy Trust, the Unity Schools Trust, and this alliance will create exciting opportunities to develop all aspects of the school. It will provide additional support and wider strategic leadership to the Academy as it enters the next phase in its development.

My vision is that we do whatever it takes to ensure every student at Bishop David Brown reaches their full potential. No shortcuts, no excuses, just hard work in order to ensure this happens.

My aim is that we create a culture of excellence and become the school of choice in Woking. We will do this by being relentlessly positive, showing resilience and treating each other with respect.

If you feel you have what it takes to support our school on its journey then we want to hear from you.

The closing date for this post is **Monday 22 January 2018 at 12 noon**. Interviews will take place the following week although we reserve the right to interview suitably qualified candidates on receipt of application. Please do not hesitate to contact Mrs Rebecca Daniels, HR Manager, at vacancies@unityschoolstrust.co.uk if you wish to arrange a visit to the school prior to interview.

Previous applicants need not apply.

Yours faithfully

James Rodgers
Head of School

Bishop David Brown School is operated by the Unity Schools Trust which is a charitable company limited by guarantee and registered in England and Wales with company number 07692130. The Registered Office is at Thorpe Road Staines upon Thames TW18 3HJ

Background Information

Bishop David Brown is a small school where everybody knows each other well. Our average class sizes are below national expectations and this is valued by all.

One thing we are certain of is that students work to the best of their ability in a school where they are healthy, enjoy their education, stay safe and make positive contributions to the community. Visitors always comment on the caring, friendly atmosphere and the polite, happy students.

We want all our students to value their time with us, to develop lasting friendships, have positive experiences and develop the confidence to exceed expectations in whatever they do. We continually strive to support our students in gaining skills, qualifications and achievements in preparation for their life after school.

To provide this positive environment we strive to employ excellent staff who want to give, and gain, from the enriched learning environment. They work well together to make this school a successful and happy community.

The Student Support Centre is a busy environment tasked with ensuring that students with additional needs gain the support they need to achieve their potential. Working under the guidance of our SENCo, our team of student support assistants support students with a variety of special needs in the classroom, small groups and individually in order to promote their inclusion and personalised learning. You will come into contact with a wide range of professionals including teachers, students, parents and carers and education specialists. You will work flexibly around a range of teaching areas within the school.

Key qualities of this role will include confidentiality, efficiency, flexibility and being able to work using your own initiative. You will be put under pressure at times and will need to demonstrate a willingness to contribute to the continued improvement of our school.

Prior experience of SIMS, or other specialist SEN systems, would be advantageous, as would previous experience in a school environment. However, full training will be provided for the right candidate if they lack prior experience but display potential for the role.

This is a permanent role within the team (subject to a six month probation period) for 31 hours per week, (30 minutes unpaid lunch per day), Monday to Friday, and for 39 weeks per year. Annual leave should only be taken during school holidays. The salary will be based on Grade S4 with a range of £16,571 to £19,386 (FTE), dependent upon experience. This salary will be paid in twelve equal payments over the year. The actual salary, pro rate, will be between £12,164 and £14,231 per annum.

“The curriculum caters extremely well for different groups of students. It contributes very positively to students’ spiritual, moral, social and cultural development, and helps to ensure that they are well prepared for the next stage of their education and for future employment.”

Ofsted 2014

Location

Sheerwater is a residential neighbourhood on the outskirts of Woking, Surrey. It has excellent transport links being close to West Byfleet and Woking mainline stations with good bus links and quick access to the A3, M25 and M3 road networks.

Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- Physiotherapy
- Online Health Management System
- Relationship and Stress Counselling
- Medical Treatments for a range of conditions

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.

Bishop David Brown support staff are eligible for membership of the Local Government contributory pension scheme.

A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential.

“Students make good progress from their different starting points. Their attainment is rising rapidly as a result of effective action taken by leaders to improve the quality of teaching, which is now consistently good.”

Ofsted 2014

Interview Process

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

Those shortlisted will take part in an in-depth process that will include an interview, a practical task, school tour and in tray exercise.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Job Description

Job Title: **Student Support Assistant**

Reporting to: SENCo

Job Purpose

To support students with a variety of special needs in the classroom, small groups and individually in order to promote their inclusion and personalised learning under the guidance of the class teacher, senior student support assistant and SENCo.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team

Key Responsibilities

Teaching Support and Assessment

- To support students' learning across the curriculum, tailoring support to match the learner's needs to become independent, co-operative and collaborative learners
- To assist teachers, and other professionals as appropriate, in the development of suitable support and strategies with the differentiation of work for individual students according to their needs
- To contribute to and attend reviews of the students' progress as appropriate
- To support students with exam access arrangements
- To contribute to and collaborate in the tracking of student progress
- Support the learning and emotional well-being of all students and provide praise, motivation and encouragement
- Promote school policies on student behaviour and provide a professional approach to behaviour management and classroom routine
- To support students with physical and sensory needs

Communication and working with Colleagues:

- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the school
- To read on a daily basis and act upon if necessary all emails
- Attend staff briefings in line with the school communication policies set out in the staff handbook
- To attend training and development sessions on staff inset days and open evenings where contracts permit

Personal Development:

- Take responsibility for your own continuing professional development by using the school management system on a regular basis
- To be aware of school procedures and comply with school policies
- To follow the school Staff Sickness Procedure

Knowledge and Understanding:

- Principles and practices of effective teaching and learning
- Contribute to the development of teaching and learning materials
- Keep well informed with regards to contemporary issues in teaching and learning
- Ensure that all work is conducted in line with school and departmental policy on health and safety

Skills:

- Promote the school's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy and effective working environment
- Deal promptly and effectively with procedures

Principal Accountabilities:

- Provide appropriate support for students to enable them to make progress
- Show evidence of achievement for students so that their progress can be effectively monitored and assessed through effective record keeping
- Show commitment to the student so that they feel safe and supported
- Engage in appropriate training to ensure the most effective techniques can be employed to support students
- Ensure that the school's safeguarding processes and procedures are followed and regular training attended
- Adhere to the same high standards of dress as expected for students and dress smartly at all times (see staff handbook for more detailed information)

Review and Amendments:

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
IT literate	√		AF/T/I
Good oral and written communication skills	√		AF/T/I
Excellent interpersonal skills	√		AF/I/R
Willing to improve own practice through observation, evaluation and discussion	√		AF/T
Additional language other than English		√	AF/T/I
Excellent organisational and planning skills	√		AF/I/T
Flexible approach to the needs of the school and ability to work under pressure	√		AF
Effective communication skills	√		AF/I
Experience of maintaining records, using IT systems and paper based methods		√	AF/I
Have the capacity to manage own workload	√		AF/I
Express oneself clearly, orally or in writing	√		AF/I

“Students throughout the school benefit from many opportunities to take on responsibility, for example, as assistant librarians or sports leaders. This contributes very well to their moral and social development and helps them to develop skills which will serve them well in the future.”

Ofsted 2014

Qualities	Essential	Desirable	How Assessed
Able to use initiative	√		AF/I
Adaptable and flexible	√		AF/I
Reliable and relates well to adults and students	√		AF/I
Trustworthy	√		AF/R/I
The ability to manage time effectively and prioritise work	√		AF/I/R
Be a successful team player with a “can do” attitude	√		AF/I/R
Patience, sense of humour and a cheerful disposition	√		AF/I/R
Reflective practitioner	√		AF/I
A commitment to own personal and professional development	√		AF/I/R
Ability to work under pressure and meet deadlines with a high level of accuracy and presentation	√		AF/I/R
Able to work with discretion and confidentiality	√		AF/I/R
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R

Experience	Essential	Desirable	How Assessed
Use of management information systems (eg SIMS)		√	AF/I
Successful experience in a directly relevant role		√	AF/I
Experience of working in a school or similar environment		√	AF
Experience of working with young people		√	AF

Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√		AF/I

Education & Qualifications	Essential	Desirable	How Assessed
Basic general education to GCSE (or similar) Grade C or above in Maths and English	√		AF/C
Further levels of qualification		√	AF/C
First Aid qualification		√	AF/C
Relevant professional development over the last 2 years		√	AF/C
Training and/or qualification in areas relevant to the role of student support assistant		√	AF/C

Special Requirements

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.