

Inclusion Support Assistant Information Pack January 2019



Anglian Learning and Sawston Village College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Appointments will be subject to satisfactory references and an enhanced DBS check.

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Sawston Village College
New Road, Sawston, Cambridge, CB22 3BP
Tel: 01223 712777 www.sawstonvc.org
11-16 mixed comprehensive academy, NOR: 1059
Principal: Mr J P Russell

Required as soon as possible

INCLUSION SUPPORT ASSISTANT

Teaching Assistant Scale 2: £17,681-£18,672 pro rata
Actual salary from £14,668
32.5 hours per week, term-time only

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to work.

The College is committed to retaining young people in mainstream education wherever possible. To support this philosophy the College has its own inclusion facility, known as Compass House, which caters for pupils with behavioural and medical needs, as well as those on alternative education programmes. We are now seeking to appoint an Inclusion Support Assistant who will work closely with the Inclusion Manager to support the full range of young people using Compass House. You will have excellent interpersonal skills, empathy with young people, especially those disengaged with mainstream school, and will also strive to keep pupils in school while providing a firm but fair approach to behaviour management. Previous educational experience is desirable, but more important is the ability to understand and influence pupils in order to help improve their life chances.

To find out more, please download an information pack and application form from our website at www.sawstonvc.org. Applications must be submitted on our application form. CVs will not be accepted.

Closing date: Monday 21 January 2019 at noon

Interviews: Friday 25 January 2019

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.



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**Sawston
Village College**

Principal: Mr J P Russell

Dear Applicant

Inclusion Support Assistant

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive.

Sawston Village College is a highly successful, inclusive 11-16 academy, in a beautiful part of south Cambridgeshire. Opened in 1930, it was the first purpose-built community college in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. Our core focus, however, is the achievement and wellbeing of our 1060 pupils and in this we are performing consistently amongst the very best schools in the country. In 2018, the College achieved well above national averages in the new GCSEs at all levels including 68% gaining grade 5+ in English and Maths and over a third of all grades at grade 7 or above. Academic success, of course, is only one measure and, as a Platinum Artsmark school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future.

This success is based upon the following key principles. Firstly, a firm commitment to the principle that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a belief in recruiting, developing and retaining the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, we know that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have high expectations and set high standards enabling staff and pupil to feel safe and happy.

The College is committed to retaining young people in mainstream education wherever possible. To support this philosophy the College has its own inclusion facility, known as Compass House, which caters for pupils with behavioural and medical needs, as well as those on alternative education programmes. We are now looking to build extra capacity into Compass House, by appointing an Inclusion Support Assistant. The successful candidate will work closely with the Inclusion Manager to support the full range of young people using Compass House. You will have excellent interpersonal skills, empathy with young people, especially those disengaged with mainstream



school, and will also strive to keep pupils in school while providing a firm but fair approach to behaviour management. Previous educational experience is desirable, but more important is the ability to understand and influence pupils in order to help improve their life chances.

If this sounds like a tempting career move then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than one page of A4, font size 11. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted.

Your application should reach the College no later than noon on Monday 21 January and interviews will take place on Friday 25 January. If you have not heard from us two weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal record form;
- notification of any relationship with any pupil, employee, governor or trustee;
- details of any child protection investigation that you may have been subject to;
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email;
- documentation to allow a DBS check to be undertaken
- evidence of your right to work in the UK
- original qualifications certificates

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. On the outskirts of Cambridge, we are also fortunate to be so close to a culturally iconic city with so much to offer for families and young people. Since starting at the school 13 years ago, it has been a privilege to see the school grow in confidence and reputation, thanks to the high quality of work that the school does for its young people and the community, and through the hard work of such a dedicated group of staff. As the new Principal, I am looking forward to the exciting opportunities ahead and hope that you feel inspired to join us.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Russell', written in a cursive style.

Mr J Russell
Principal

Job Description

Inclusion Support Assistant



Anglian Learning and Sawston Village College are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

| | |
|-----------------------|--|
| Site | Sawston Village College |
| Grade | TA Level 2 |
| Hours of work | 32.5 hours per week, term time only Core hours of work are 8.15 am to 3.15 pm Monday to Friday |
| Responsible to | Inclusion Manager |
| Job purpose | Work closely with the Inclusion Manager to ensure appropriate academic support around an individual's needs; to implement the College's behaviour policy in the inclusion provision (Compass House) and the wider school; to help pupils remain integrated within mainstream education as far as possible. |

Key responsibilities

- Establish and promote productive relationships with pupils, acting as a role model and mentor for all pupils
- Report to the Inclusion Manager on the behaviour of pupils during lessons and in Compass House and any issues arising
- Motivate and encourage pupils as required, including developing and promoting pupils' self-esteem
- Manage pupil behaviour, responding proactively and encouraging pupils to reflect on ways to improve their behaviour and supporting them to do so
- Establish constructive relationships and set high expectations to support pupils' learning and progress
- Encourage pupils to complete tasks independently and to use their own strategies to overcome their individual difficulties
- Clarify and explain instructions
- Assist with planning, preparation and setting out differentiated materials as necessary in order to overcome barriers to learning
- Provide literacy/numeracy/ICT support to allow access to the curriculum

- Assist in weak areas, e.g. language, behaviour, reading, spelling, handwriting and presentation
- Encourage pupils to interact and work co-operatively with others to ensure all pupils are engaged on the set task
- Provide written feedback to Inclusion Manager on the progress of individual pupils and contribute to the future planning of work
- Observe and report on pupils' behaviour, attitude and progress, updating relevant records including Mentor Support Plans, Individual Behaviour Plans and Pastoral Support Plans
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures
- Work as part of a team with Year Leads, SENDCO and SLT where necessary
- Be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning opportunities as required
- Complete any other tasks at the request of the Inclusion Manager, Director of Welfare and Inclusion or Principal

Person Specification Inclusion Support Assistant



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| Education | Essential | Desirable |
|---|------------------|------------------|
| Educated to GCSE Level with a good standard of literacy and general education | ✓ | |
| GCSE grade C+ in English and Maths | ✓ | |
| School support staff qualification | | ✓ |

| Experience | Essential | Desirable |
|--|------------------|------------------|
| Experience of working in a school or college context | | ✓ |
| Experience of working in a classroom | | ✓ |
| Experience of working with challenging behaviours | | ✓ |

| Professional Qualities | Essential | Desirable |
|---|------------------|------------------|
| A high level of organisational ability | ✓ | |
| Ability to work well with other colleagues | ✓ | |
| Ability to communicate effectively with staff and pupils | ✓ | |
| Ability to learn quickly | ✓ | |
| Ability to work independently | ✓ | |
| Maintain confidentiality | ✓ | |
| An interest in education | ✓ | |
| Ability to use ICT | | ✓ |
| Flexibility in relation to tasks carried out | ✓ | |
| Able to converse at ease with members of the public (i.e. staff and pupils), answer questions and provide advice in accurate spoken English | ✓ | |

| Personal Qualities | Essential | Desirable |
|--|------------------|------------------|
| A commitment to safeguarding and promoting the welfare of children | ✓ | |
| Energy and enthusiasm | ✓ | |

| Personal Qualities | Essential | Desirable |
|--|------------------|------------------|
| Confidence | ✓ | |
| Resilience | ✓ | |
| Good sense of humour | ✓ | |
| Ability to remain calm in difficult situations | ✓ | |
| Ability to work as part of a team | ✓ | |
| Excellent attendance and punctuality | ✓ | |
| A liking and respect for young people | ✓ | |
| Appropriate professional relationship with colleagues and children | ✓ | |
| A commitment to inclusion | ✓ | |
| Empathy with young people and staff | | ✓ |

Application instructions and further information



How to apply

Please submit your application form and covering letter to the Principal, Jonathan Russell, as follows:

- **Email:** to Louise Rogers, HR Officer, at jobs@sawstonvc.org and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
- **Post:** address your envelope to Louise Rogers, HR Officer, Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.

Privacy notice for job applicants

Please read our privacy notice for job applicants on our [vacancies](#) page.

Find us

Directions to the College can be found [here](#).

Ofsted

Read our most recent [Ofsted report](#).

Professional development

Sawston Village College is a member of:

- The Anglian Learning multi academy trust www.anglianlearning.org
- CASSA – the Cambridge and Suffolk Schools Alliance www.cassateaching.co.uk

