

Candidate Briefing Pack

Support Worker - Nuneaton Academy



Dear applicant,

Who can know the limits of any child's potential?

All of us at Nuneaton Academy firmly believe that every child is a special individual, capable of extraordinary things and deserving of an excellent education. Nuneaton Academy will become a beacon of educational excellence, unwavering in its commitment to nurturing young minds and bringing out 'the best in everyone.' Working with us means **being part of one of the most transformational school improvement journeys in the country**. We foster a respectful culture, where kindness and courtesy are the cornerstone of every interaction. We are resolute, looking for people who exhibit unwavering dedication to the growth and success of our students; showing determination through hard work.

"Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has." - Margaret Mead

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. Our central, regional and cluster teams ensure that technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that school leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin.

If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being we encourage you to apply. We welcome the opportunity for prospective applicants to visit us and we invite you to get in touch with any questions you may have ahead of submitting your application.

Thank you so much for considering a post with us.

We look forward to hearing from you.

Mark Dalton
Principal
Nuneaton Academy

About United Learning



United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: www.unitedlearning.org.uk

Our Ethos

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

Our Framework for Excellence

To achieve our mission, our schools prioritise five key principles:

- **THE BEST FROM EVERYONE**
- **POWERFUL KNOWLEDGE**

- EDUCATION WITH CHARACTER
- LEADERSHIP IN EVERY ROLE
- CONTINUOUS IMPROVEMENT

Continuing Professional Development

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out 'the best from everyone'. You will work closely with your Executive Business Manager to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities.

Benefits

- Access to a 24/7 confidential employee counselling and advice line.
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes.
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months' service)
- Westfield Rewards is a discounted shopping platform which offers access to an extensive range of discounts and cashback opportunities across a wide variety of well-known retailers and service providers (eligible after 6 months' service).
- 1 day's paid personal day in each academic year (available to both teaching and support staff)
- Cycle to work scheme
- Car lease scheme
- Free will writing service
- Teacher Pension Scheme / LGPS (approx. pension 23% contribution)

Job Description –Support Worker

Salary: £25,000 per annum (£21,572.12 pro rata)

Hours: 37.5 hours. 8am until 4pm. Term time only. Open to part time job share. Fixed term contract

Directly reporting to: Head of Humanities

Main Responsibilities

These are the tasks the role requires the person to carry out.

- Handwriting clearly and quickly on paper, whiteboards (manual and electronic), and on computers.
- Supporting the client in class, including:
 - Scribing written work (e.g., marking, lesson planning, moderation).
 - Organising and setting up lesson resources under instruction (e.g., printing, stapling, filing).
 - Manually navigating and operating teaching equipment (e.g., keyboards, remotes, visualisers).
 - Assisting with classroom set-up and tidying.
 - Helping with the distribution and organisation of class materials and test papers.
- Operating or assisting with computer tasks (e.g., PowerPoint, Word, Excel) and whiteboard use.
- Completing registers, logging sanctions, awarding rewards using school systems.
- Filing, storing and disposing of confidential documents appropriately.
- Providing practical assistance around the school (including but not limited to helping to pack up, carrying materials, assisting with travel arrangements like taxis and wheelchairs).
- Supporting during lunch and rest breaks (including but not limited to heating food, opening packets, making drinks, cleaning up)
- Assisting with basic personal care (including but not limited to helping with bathroom access, brushing hair, cleaning up after meals).
- Supporting access to training events, including notetaking and scribing.
- Supporting on school trips

Person Specification

These are the skills, attributes, or willingness to learn required of the candidate.

- Able to work under instruction and take initiative.
- Able to communicate clearly and appropriately.
- Willing and able to learn and use school systems (e.g., Arbor, Smartgrade, register systems).
- Confident or willing to learn how to use:
 - Microsoft Office (Word, Excel, PowerPoint)
 - Email systems (including Apple phone usage)
 - Visualisers and other classroom technology
- Accurate and confident in data input and basic computer skills.
- Able to handle confidential information responsibly.

- Physically able to assist with classroom tasks and mobility needs (e.g., handling equipment, moving materials).
- Willing to help with personal care tasks.
- Organised and proactive in assisting with admin and lesson preparation.
- Comfortable assisting at training events and travelling offsite when required.

This post is subject to an enhanced DBS disclosure and must have the right to work in the UK. The post holder must be committed to safeguarding the welfare of children, and positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the United Learning Equal Opportunities Policy and Code of Conduct

We reserve the right to close this advertisement prior to the above closing date if we receive a high volume of applications



United Learning
The best in everyone™