



AYLESFORD SCHOOL
WARWICK

AMBITION



RESILIENCE



KINDNESS

Associate Teacher – Term time only (38 weeks per annum)

APPLICANT INFORMATION PACK





AYLESFORD SCHOOL
WARWICK

Dear Applicant

Thank you for your interest in the position of Associate Teacher at Aylesford School, this is a new position due to an internal transfer.

Our school is a rapidly growing, vibrant educational community that relies on the combined talents of all of its staff, students, parents and carers to drive it forward. All our staff are dedicated to constantly improving student progress; united in their passion for improving the outcomes and life chances of the young people in our care.

We believe that a successful education is one that nurtures a child's natural curiosity and challenges them to develop the knowledge that they need in order to understand the world around them. We set high standards for our students knowing that they will always receive the support and encouragement that they need to succeed.

The successful candidate will be a passionate individual that is either an early careers teacher, seeking a position before they commence their teaching career in their chosen subject or an ambitious individual who is interested in pursuing a career in teaching. Above all, they will be someone who shares our values, our passion for learning, and our commitment to the wellbeing of everyone in our school community.

In return, I believe that for the right person, this post provides an exciting opportunity to develop the leadership skills and gain the professional experiences necessary for further career progression in the future.

I would strongly encourage you call to arrange a visit to the school to see how your particular blend of skills and expertise could contribute to the continuing success of our school.

Please submit your application together with a covering letter no more than one side of A4 electronically, to Samantha Hughes, HR Manager on hr@aylesfordschool.org.uk

Closing date is midnight Monday 06 January 2025

Shortlisting is Tuesday 07 January 2025

Interviews will take place later that week.

We reserve the right to remove this advert or close it to further applications at any point during the recruitment process.

Interested candidates should email completed application forms FAO Mrs S Hughes, HR Manager at hr@aylesfordschool.org.uk or post to: - Mrs Samantha Hughes, Aylesford School & Sixth Form College, Tapping Way, Warwick, Warwickshire, CV34 6XR.

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. This post is subject to two satisfactory references and an Enhanced Disclosure and Barring Services check.



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Key Information

Applicant Process

Applicants must complete the application form and submit it to the school by no later than the closing date.

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

Application forms are available on the school website www.aylesfordschool.org.uk and should be submitted FAO Samantha Hughes (HR Manager) – hr@aylesfordschool.org.uk.

Details of our Safer Recruitment procedures can also be found on the school website in the Safer Recruitment Policy, under Key Information – Safeguarding.

Letter of application

Please include a covering letter with your application form. This should be addressed to the HR Manager and should be no more than two sides of A4.

Selection Process

Applications will be ranked against the person specification for the role. All shortlisted applicants will be subject to assessment tasks as per the person specification.

Interview Process

All shortlisted candidates will have an interview with the Headteacher and/or Deputy Headteacher a tour of the school which will also provide you the opportunity to meet some of the students at Aylesford School and ask them any questions you may have.

Shortlisted candidates

Applicants who have been shortlisted will receive an email detailing the date, time, and the itinerary for the day along with a list of documents that you will need to bring with you to satisfy the appropriate pre-employment checks.

School visits

We invite potential applicants who would like to visit the school to contact Samantha Hughes (HR Manager) on 01926 747100 or by emailing hr@aylesfordschool.org.uk

Pre-appointment checks

The school is committed to safeguarding and promoting the welfare of children and young people and legally required to carry out a number of pre-appointment checks. These are detailed below: -

Prohibition from Teaching and/or management (if applicable to the role), and disqualification from providing childcare.

All applicants will be required to provide two suitable references.

An online search will also be carried out as part of due diligence on all short-listed candidates.

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Associate Teacher

Fixed Term until 31 August 2025, to be reviewed annually.

Hours per week: 33.75 hours per week
Monday to Friday 8.30am – 3.15pm
38 weeks per annum (Term Time Only) Paid weeks of 43.51 per annum.

The Post will be paid on **Salary Grade F, Points 7-10** (£25,584.00 - £27,269.00). Full time equivalent to a term time only pro rata salary of **£19,526.58 per annum**.

Plus a very generous local government pension scheme.

(The above is inclusive of a 30-minute lunchtime supervision duty)

The role would suit individuals who are interested in a career in teaching, working in education, or a newly qualified Teacher who is looking to gain experience within a School. No previous experience of working within a school is necessary, however, you must be confident working and managing young people.

The successful applicant must be willing to have a DBS in-line with the school's commitment to Safeguarding of pupils and students.

Associate Teacher Role

The primary function of the Associate Teacher is to:

- To provide short term cover for absent teaching staff; registering students, allocating & supervising prepared work, keeping students on task and managing the behaviour of pupils during class
- To provide support to an assigned Department when not required to provide cover
- To be committed to the safeguarding and welfare of children and young people
- Lunchtime supervision of the students for 30 minutes.

The successful candidate will have an interest in education; they will possess the ability to engage, enthuse and inspire students and will be able to manage classroom behaviour constructively in line with school policies and procedures. Strong interpersonal and communication skills are essential to this role, as well as competent IT skills.

The successful candidate will need to demonstrate:

Display commitment to the protection and safeguarding of children and young people

- Level 3 qualifications, including GCSE English & Mathematics
- A willingness to gain experience of classroom practice and working with students.
- An interest in working with young people in a classroom environment.
- Good written communication and interpersonal skills
- An eagerness to learn quickly.
- Some knowledge of behaviour and learning strategies/programmes
- The ability to engage, enthuse and inspire students
- A 'can do' attitude
 - Enthusiasm, self-motivation
 - Creativity and resilience

Please refer to the documents in the application pack below for more information.



Aylesford School subscribe to the Schools Advisory Service staff-wellbeing package which offers a full range of well-being services. All employed members of staff have access to the facilities covered within this support package. Below is a non-exhaustive list of services that are accessible by the following methods.

- Whole staff induction programme, you will be assigned to a staff member for the duration of your induction
- Development opportunities
- On-site gym that staff can be used by staff members (available from September 2025)
- On-site parking for staff
- Access to the canteen
- Reduced rates at Nuffield Health Gym
- VDU assessments and contributions towards the cost of glasses for our DSE users
- Family friendly policy

In addition to the above, all staff members following a successful completion of the probationary period will have access to the following: -

- Physiotherapy
- GP Helpline, for employees and members of their household.
- Counselling for employees and members of their household.
- Weight Management including Slimming World membership
- Nurse support line for any Issue
- Mindfulness
- Maternity Webinars
- Gym Fitness programs and challenges are provided via gym app.
- Man space
- Feel Good App
- Therapy for Cancer support



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Job Description – Associate Teacher

Post: Associate Teacher

Contract Start Date: ASAP

33.75 hours per week
Monday to Friday 8.30am – 3.15pm
Term Time Only (38 weeks)

Salary/Grade: Grade F, Points 7-10

This job description may be amended at any time, following consultation between the Headteacher and the Cover Supervisor and will be reviewed annually.

The post holder is responsible to the Cover Manager and Headteachers PA

Core Purpose:

- To provide short term cover for absent teaching staff; registering students, allocating & supervising prepared work, keeping students on task and managing the behaviour of pupils during class
- To provide support to an assigned Department when not required to provide cover

Specific duties and responsibilities:

- Cover supervision within all departments/subject/year groups, depending on demand and needs of the School.
- Cover morning registrations for absent Form Tutors, registering and recording student attendance on SIMS – lesson monitor.
- Register and record student attendance in lessons on SIMS – lesson monitor
- Ensure orderly entrance and exit of classrooms
- Create a calm and purposeful environment in which students can complete work set by the classroom teacher
- Supervise the whole class in undertaking pre-set work and/or activities during the absence of the regular teacher, including introducing and closing the class. The work will be pre-set by the regular teacher or the Head of Department
- Keep students on task as necessary
- Respond appropriately to questions raised by students
- Maintain good order and manage behaviour constructively
- Deal with immediate problems and emergencies in accordance with the school's policies and procedures
- Follow school systems and procedures on behaviour management
- Collect any completed work and return it to the appropriate teacher
- Report back on behaviour of students during the class, and on any issues directly arising
- Manage resources effectively and ensure classrooms are left tidy and ready for the next lesson
- Collect any completed work after the lesson and return it to the appropriate teacher
- Liaise with teacher(s) about cover work and monitor progress in order to provide absent teachers with feedback to inform their planning.
- Liaise with the teacher / Head of Department regarding behaviour in the classroom ensuring rewards and sanctions are disseminated as appropriate.
- Complete lesson review documents as required.



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- Provide support to an assigned department when not required to provide cover e.g. in the SEN department or in the general office. The department can be agreed with the HR Manager and may change depending on the needs of the school.
- Assist as part of a team in invigilating examinations, either internal or external exams

General

All members of the school support staff are expected to:

- Work towards and support the school's vision and objectives
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and positive courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adapt to the needs and pressures of the moment
- Adhere to school policies and procedures as set out in the staff handbook or other documentation that is available to staff
- Establish and maintain effective working relationships with colleagues
- Participate in meetings with colleagues in respect of the duties and responsibilities of the post
- Be responsible for your own professional development
- Carry out other tasks as reasonably directed by your line manager and/or head teacher

This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the school, flexibility among staff is very important.

Signed:

Employee: _____

Date: _____

Headteacher: _____

Date: _____



Person Specification – Associate Teacher

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Level 3 qualifications, including GCSE English & Mathematics 	<ul style="list-style-type: none"> ECT Qualified Teacher Further qualifications First Aid
Experience and Knowledge	<ul style="list-style-type: none"> Specific experience is less important than a willingness to gain experience of classroom practice and working with students. Interest in working with young people in a classroom environment. Good written communication and interpersonal skills An interest in education. An eagerness to learn quickly. Some knowledge of the secondary curriculum. Some knowledge of behaviour and learning strategies/programmes 	<ul style="list-style-type: none"> Knowledge of SIMS Working, work experience, or a placement in a school or other education environment Experience working with young people Supporting students with SEN A positive and proactive approach to solving problems Supporting students of secondary age and facilitating their learning.
Skills and Attributes	<ul style="list-style-type: none"> Ability to engage, enthuse and inspire students Use of initiative Enthusiasm, self-motivation Creativity and resilience A 'can do' attitude A willingness and ability to thrive on hard work A willingness to undertake appropriate professional development, including taking responsibility for own development. 	<ul style="list-style-type: none"> An interest in a teaching career. Patience and tenacity A positive interest in education and a commitment to raising standards Ability to motivate others. Ability to support students in managing their challenging behaviour
Personal Qualities	<ul style="list-style-type: none"> A logical and pro-active approach A willingness to work flexibly in order to meet the needs of the team Friendly, calm and personable demeanour Display commitment to the protection and safeguarding of children and young people Enhanced DBS Clearance 	<ul style="list-style-type: none"> An awareness and understanding of key school policies