



**Biddick**  
Academy

Application Pack

**Student Support Assistant (Teaching Assistant)**  
32.5 hrs Term Time Only (39 weeks)

Scale D6 £17,927 (actual Salary)

Start Date – as soon as possible  
Closing date: 12<sup>th</sup> January 2024



**Biddick Lane, Washington, Tyne & Wear, NE38 8AL**  
11-16 Comprehensive  
1144 on roll  
Headteacher: Miss K Morris

**Required for: As soon as possible**  
**Closing date: 12pm 23<sup>rd</sup> June 2023**

### **Student Support Assistant (Teaching Assistant)**

Scale D6 £17,927 (actual Salary)  
32.5 hrs Term Time Only (39 weeks)

*Inspiring learning, unlocking potential, achieving success*

An exciting opportunity has arisen for Student Support Assistant to join our Support 21 team. This is a fantastic time to join a supportive, forward-thinking and successful Academy.

Biddick Academy is a good school (Ofsted, 2021) conveniently situated 10 minutes' drive from Newcastle and Durham. The Academy enjoys an excellent reputation within the local community and is consistently oversubscribed year-on-year. We are seeking to appoint a colleague who shares our passion for learning and our determination to change lives through the education we provide. Our curriculum is founded on the core values of resilience, curiosity, aspiration, and readiness.

Teaching and learning at Biddick Academy is supported by a committed and dedicated Pastoral and Student Support Team who make a significant contribution to maintaining a positive environment for learning.

Please see the application pack for more information on Support 21. The successful candidate will have:

- GCSE (or equivalent) in English and Maths at Grade C/4 or above
- Experience of working with students who have complex physical needs, including their welfare needs and/or a willingness to undertake any relevant training
- Excellent interpersonal and communication skills
- Ability to use ICT packages such as Microsoft Excel, Word, Outlook

At Biddick Academy you will be joining an amazing team where we work collaboratively to ensure our students are safe, happy, inspired and cared for. We provide an extremely supportive induction programme for new staff and high quality, bespoke leadership professional development opportunities.

Please contact Ashleigh Bulbeck, HR Manager at – [bulbeck.a@biddickacademy.com](mailto:bulbeck.a@biddickacademy.com) or 0191 5111600, ext 5013 to arrange an informal discussion regarding the role or a visit.

To apply, please return completed applications forms to [recruitment@biddickacademy.com](mailto:recruitment@biddickacademy.com)

*Biddick Academy is committed to the safeguarding and promoting the welfare of children and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.*

Dear Applicant

Thank you for your interest in the post of Student Support Assistant at Biddick Academy.

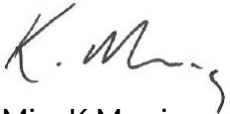
Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish in a safe environment.

Biddick Academy is at the heart of the local community and for this reason; the Academy is a warm, energetic, and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high-quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.



Miss K Morris  
Headteacher

## Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1144 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wide variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

## Curriculum

### Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

### Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama, Music, Chemistry, Biology and Physics.



## Support 21 Faculty

The SEND team at Biddick Academy works as part of the wider student support team - 'Support 21'. SEND provision at the Academy is strong and is known as a centre of excellence in the Sunderland area. This reputation has been built over many years and rests on the foundation that all students are cared for and that their individual needs are met.

One of the unique characteristics of SEND provision at the Academy is that it encompasses the Unity Centre, a Local Authority specialist resourced provision for students with Autism.

The Unity Centre currently has 35 places with students from Year 7 to Year 11 attending from across Sunderland. The Unity Centre cohort is fully immersed within mainstream school life, with all students attending lessons alongside their peers. We are rightly proud of this ethos of inclusion which is twinned with high expectations of outcomes and staff pride themselves on seeing the independence, life skills and happiness of our pupils when they leave us at the end of Year 11.

Every member of staff at Biddick Academy recognises that students are individuals, who have different needs and require differing levels of intervention and support. Biddick Academy Student Overviews have been designed to support students, staff and, parents and carers in understanding the range of need and the support that students can access. The overviews encompass all students who hold an EHCP or who have been identified as requiring further support and are on the Academy's Code of Practice.

All students of Biddick Academy are entitled to receive support through Support 21 and they will receive a coordinated response from their Head of Year and SEND team to instigate interventions. The student support team is large, with 12 Student Support Assistants, two Lead Teaching Assistants, three HLTAs, Apprentice Student Support Assistants, the SENDCo and the Leader of Alternative Provision. There is a range of experience and specialist expertise within the team which fosters a supportive and collegiate atmosphere.

## Job Description

<b>Job title:</b>	Student Support Assistant
<b>Contract type:</b>	Permanent TTO (39 weeks) 32.5 hours
<b>Accountable to:</b>	The post holder is directly accountable to the Assistant Headteacher
<b>Grade:</b>	Grade D - £17,927 (actual Salary) 32.5 hrs Term Time Only (39 weeks)
<b>Principle Responsibilities</b>	<p>The post holder will be required to exercise their professional skills and judgement to carry out, in a collaborative manner, the agreed professional duties as follows:</p> <ul style="list-style-type: none"> <li>• Uphold and promote Academy aims and policies to contribute to raising standards of achievement;</li> <li>• To support an identified student in meeting their educational and social needs;</li> <li>• To undertake a range of personal care needs and learning activities for an identified student.</li> </ul>
<b>Main Duties</b>	<p>The post holder will be required to:</p> <ul style="list-style-type: none"> <li>• Uphold the academy ethos, procedures and expectations;</li> <li>• Assist teaching staff in the monitoring, recording and evaluation of the student's progress, including providing feedback on observations undertaken;</li> <li>• Assist in the assessment of the student;</li> <li>• Liaise with the SENCO and teaching staff to identify the needs of the student;</li> <li>• Liaise with the multi-disciplinary team of professionals who support the student to identify their individual needs;</li> <li>• Assist in the preparation and reviews of the IEP, including coordinating relevant information for the IEP;</li> <li>• Participate in schemes meetings to review the student's progress and liaise with educational and health specialists where appropriate;</li> <li>• Undertake duties in connection with personal hygiene and toileting needs for identified student;</li> <li>• Undertake duties regarding the welfare of the student including any appropriate processes for feeding and physical needs;</li> <li>• Supervise the use of equipment as required by the student and support their participation in learning tasks and activities;</li> <li>• Assist in compiling and maintaining student records;</li> <li>• Assist in the preparation of work and other activities for the student in accordance with objectives set by the teaching staff;</li> <li>• Maintaining awareness of the student's needs and targets and communicating this to appropriate teaching staff;</li> <li>• Assist in maintaining a safe environment for all staff and students;</li> <li>• Accompany the student on educational visits as required;</li> <li>• Supervise the student during the day both indoors and outdoors as required.</li> <li>• To Act as a First Aider</li> </ul>
<b>Personal Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Support the Academy in ensuring that communication within the Academy is effective;</li> <li>• Support staff when required;</li> <li>• Participate in performance management, coaching and CPD.</li> </ul>
<b>Stakeholder Responsibilities</b>	<ul style="list-style-type: none"> <li>• To act as a role model for students by demonstrating own high quality conduct and expectations;</li> </ul>

	<ul style="list-style-type: none"> <li>• To communicate any issues/concerns to the relevant person;</li> <li>• Follow up on any communication from parents/carers where appropriate;</li> <li>• Have due regard to confidentiality, child protection procedures, health and safety and other statutory requirements and the policies of the governing body and local education authority.</li> <li>• To regularly review own practice, set personal targets and take responsibility for own personal development.</li> </ul>
<b>Accountability</b>	<ul style="list-style-type: none"> <li>• To regularly review own practice, set personal targets and take responsibility for own personal development.</li> </ul>
<b>Strengthening communities</b>	<ul style="list-style-type: none"> <li>• Possess a 'can do' approach to departmental/school improvement and excellence;</li> <li>• Be an excellent communicator;</li> <li>• Work positively and in partnership with parents, governors and the community;</li> <li>• Support Biddick Academy's climate for learning.</li> </ul>
<b>Generic Responsibilities</b>	<p>The post holder will:</p> <ul style="list-style-type: none"> <li>• Be an excellent role model for students and staff;</li> <li>• Contribute to the wider life of the Academy including lunchtime and after school clubs/activities and residential activities;</li> <li>• Attend Academy events and activities;</li> <li>• While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified;</li> <li>• Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description;</li> <li>• Employees are expected to be courteous to colleagues and students and to provide a welcoming environment to visitors and telephone callers.</li> </ul>
<b>Notes</b>	<p>This document is an overview of the role. The responsibilities will include but are not limited to those listed above and it is anticipated that the role will evolve over time and the duties may change.</p> <p>This document does not form part of your contract of employment.</p> <p>This post will have contact with children and as such a satisfactory enhanced disclosure form the Disclosure and Barring service (DBS) is a required condition of employment.</p>

## Person Specification

<b>Job title:</b> Student Support Assistant	
<b>Qualifications and Training</b>	<b>E/D</b>
GCSE (or equivalent) in English and Maths at grade C/4 or above	E
Relevant qualification and/or training (eg. NVQ Level 3) or willingness to work towards	D
Recent evidence of commitment to own professional development	E
Paediatric First Aid	D
<b>Knowledge and Understanding</b>	
Knowledge of school systems and procedures	D
Knowledge of strategies for promoting positive behaviour	D
A willingness to undertake specific training including relating to meeting pupils' welfare and medical needs	E
Knowledge of different groups of pupils (eg. Disadvantaged, SEND Code of Practice)	D
<b>Skills and Experience</b>	
Experience of working with students who have additional needs, including their welfare needs and/or a willingness to undertake any relevant training	D
Excellent interpersonal and communication skills	E
Ability to form strong and effective relationships with students, colleagues and parents	E
Ability to use ICT packages such as Microsoft Excel, word, Outlook skilfully	E
Experience of dealing with difficult and challenging situations	D
Able to work under pressure and use own initiative where appropriate	E
Excellent organisational skills, able to prioritise tasks and manage time effectively	E
Ability to teach and promote safety whilst facilitating physical, emotional and educational development of the students you are responsible for	D
<b>Personal Attributes</b>	
A passion and commitment for working with young people and a willingness to contribute to extra-curricular work of the academy	E
A strong commitment to improving the outcomes for students	E
Act as a role model for students and staff by setting high professional standards	E
Team player	E
Personable, approachable and able to gain the respect of others	E
Commitment to the safeguarding and promoting the welfare of children	E

Assessment against the criteria outlined above will be through the application form, letter of application, work related assessments, interview process and references.