

# King Edward VI College

Job Description and Person Specification

## Specialist Support Assistant



# The Role

## **Specialist Support Assistant**

We have multiple positions available for talented individuals looking to join our growing team.

**Start Date:** 04 November 2024

**Part Time 34 hours (0.790 FTE)**

**8:30am to 4:30pm Mon/Tues/Thurs**

**8:30am to 3pm Wed/Fri**

**Part Time Term Time Only 195 days inc 5 training days**

**Fixed Term to 31 August 2025 in the first instance\***

**(\*a review to permanent taking place by the end of May 2025)**

Sixth Form College Support Staff Pay Scale Point 5 to 9  
£22,736 to £24,442 per annum (Pro-rata part time £17,961 pa)

**Closing Date for Applications:** Monday 30 September 2024 09:00am

**Interviews to be held:** Friday 04 October 2024

## The opportunity

We are seeking to appoint an enthusiastic and inspirational individual to assist and support our Specialist Support Team. The College prides itself on having supportive, reflective, creative and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement. Staff and student feedback are embedded in our systems.

The successful applicant will be working as part of a highly ambitious support network who strive to meet the ever-changing needs of our students.

## The Person

We are looking to recruit the right person. Attitude, values and mindset are critical features of all our staff. We want staff and leaders who bring their genuine self to everything they do and want to be involved in every aspect of college life. We want an administrator whose ambition for those around them is unlimited and support is unconditional.

## The College

King Edward VI College (KE6) is an exciting high performing Sixth Form College being the founding member of Better Futures Multi-Academy Trust Limited, which includes Bilborough Sixth Form College, Gateway Sixth Form College and sponsored by Coventry University [BFMAT – Better Futures Multi-Academy Trust](#).

This is an exciting time to join us as we develop partnership links across the education sector. The college has approximately 1500 students and over 150 staff and is growing.

# Specialist Support Team

## Job Description

**Purpose of post:** To provide supervision and support to High Needs Individuals with EHCP Care Plans.

**Responsible to:** Specialist Support Leader

### Main Duties and Responsibilities

To work with teaching teams and the Specialist Support Leader to provide supervision support for individuals with EHCP Care Plans.

- Classroom supervision of identified students with EHCP support need, including Autism, social emotional and mental health needs.
- Responsibility for identified individual during scheduled timetable sessions and unstructured times.
- General classroom resource support
- Examination and Assessment supervision and invigilation during examinations and assessments
- Supervision of students' physical needs

### Generic duties for all College Staff:

- To support the College's mission, values, and strategic objectives
- To support the College's policies on diversity and inclusion
- To ensure awareness and compliance with the College's Health & Safety Policies and practices
- As a member of staff working in a college setting, to have a duty to help keep young people safe and protect them from sexual, physical, and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
- To embrace the College's commitment to people development by taking part in continuing professional development activities.

*This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties, as directed by the Principal or which may reasonably be regarded as within the nature of the post, after consultation with the post holder.*

We appreciate applicants may wish to discuss the potential role, job description, organisation or even visit the college to find out more. All enquiries are welcome. Please see the section 'completing your application' for ways to get in touch.

# Specialist Support Team Person Specification

## Attributes, Values & Behaviours

As a values driven organisation, the person specification reflects the importance we place on these. Outlined below is our leadership framework based on our values and our Principal will need to demonstrate these as well as the ability to develop these in others;

### Ambitious

- Setting a clear & compelling vision, always looking to inspire people to do things they never thought they could.
- Avoiding over complication & change for changes sake - seeking clarity of purpose & simplicity in all we do.
- Being obsessive about improving the experience we offer students & staff, acting as a role model for the standards of behaviour we should all expect of each other.
- Focussing on collective improvement through the development of highly performing teams & shared accountability rather than individual glory/blame
- Demonstrating an unquenchable appetite for learning & exploring new ways of approaching our challenges, focussing on developing this with all our staff & students.
- Being able to combine dreams & big ideas with details; act as doers, not just thinkers.

### Involved

- Ensuring high levels of visibility & engagement of our leaders around our colleges & within our local communities.
- Actively seeking & developing partnerships to ensure we are connected to & having a significant positive impact on our local communities & on each other.
- Supporting staff to break down barriers to partnership working, within colleges, across the Trust & with external partners.
- Acting as champions of inclusivity & diversity & challenging any behaviours, structures or processes that are not fully inclusive for the communities we serve
- Remembering to tell people when things are going well & actively celebrating the achievements of our students & staff at every opportunity.
- Encourage innovations & ideas for improvement from others, focussing on the potential benefits & being risk aware rather than risk averse.

### Supportive

- Acting as a role model for our staff in terms of staff wellbeing & work-life balance, setting expectations & challenging staff when they fall short of these expectations.
- Demonstrating empathy & emotional intelligence particularly in difficult moments, while helping staff & students frame possible solutions to their challenges. Not being afraid to get our 'hands dirty' with staff to help solve a problem.
- Focussing on empowering all our people, ensuring they gain the skills & experience needed to thrive at work, through training, coaching, mentoring & wider development opportunities.
- Knowing the difference between being empowering & being enabling when supporting/developing our people & being skilled at having 'crucial conversations' when needed.
- Always believing in & promoting the ability of our staff & students to further develop their skills & abilities.  
Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.

## **Genuine**

- Keeping the promises, we make & sticking to our commitments, particularly in difficult times. Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.
- Seeking honest & regular consultation with & feedback & from students & staff, responding meaningfully & constructively, without 'spin' or rancour.
- Giving regular, honest & constructive feedback to our staff, collectively & individually to help them further develop & Thrive at work
- Having the conviction & tenacity to disagree when needed, but once a decision is made committing wholly to it, even when uncomfortable, unpopular, or exhausting.
- Promoting an openness of discourse. Acknowledge we will not always be right & welcome constructive challenge of our Thinking
- Challenging cynicism, pessimism, or political expediency in ourselves & others, working to demonstrate how we can help bring about positive outcomes in line with our values

# Specialist Support Assistant Person Specification

| Qualifications  | Essential | Desirable | Assessed by             |
|---|-----------|-----------|-------------------------|
| <ul style="list-style-type: none"> <li>A good standard of education to include GCSE English and Mathematics</li> </ul>  | ✓         |           | Application             |
| <ul style="list-style-type: none"> <li>Teaching Assistant qualification (TA1) desirable or willingness to work towards</li> </ul>   |           | ✓         | Application / Interview |
| <b>Experience</b>   |           |           |                         |
| <ul style="list-style-type: none"> <li>Experience of working within a similar supportive role or an education setting – training will be provided</li> </ul>  |           | ✓         | Application             |
| <ul style="list-style-type: none"> <li>Experience of working with protected characteristics</li> </ul>  |           | ✓         | Interview               |
| <b>Skills and Abilities</b>   |           |           |                         |
| <ul style="list-style-type: none"> <li>Proficient in the use of Microsoft office products (word, excel)</li> </ul>  | ✓         |           | Application/ Interview  |
| <ul style="list-style-type: none"> <li>The ability to relate well to young people and to develop an effective rapport with those that you support</li> </ul>  | ✓         |           | Application/ Interview  |
| <ul style="list-style-type: none"> <li>Adaptability &amp; Flexibility to meet the needs of our students and working hours around peak times within the college timetable</li> </ul>   | ✓         |           | Interview               |
| <ul style="list-style-type: none"> <li>A professional supportive approach when dealing with students, their families, teaching staff and external bodies</li> </ul>   | ✓         |           | Interview               |
| <ul style="list-style-type: none"> <li>Good organisational, planning and communication skills with an understanding of the need for confidentiality within the role.</li> </ul>   | ✓         |           | Application/ interview  |
| <ul style="list-style-type: none"> <li>First Aid at Work certificate (or willingness to work towards), Health &amp; Safety knowledge including manual handling in relation to the role. (Training &amp; qualifications provided)</li> </ul> |           | ✓         | Application/ Interview  |
| <b>Values</b>   |           |           |                         |
| <ul style="list-style-type: none"> <li>Be committed to the KE6 Mission and Values</li> </ul>  | ✓         |           | Application/ interview  |
| <ul style="list-style-type: none"> <li>Be committed to own self development and engage in regular continued professional development opportunities</li> </ul>   | ✓         |           | Application/ Interview  |
| <ul style="list-style-type: none"> <li>A clear commitment to the principles and practices of Equality &amp; Diversity and the safeguarding of young people</li> </ul>   | ✓         |           | Interview               |

# Completing your application

## Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

## Contract Details

The post is made on the terms and conditions for Support Staff in Sixth Form Colleges.

|                |   |
|----------------|---|
| Contract:      | Part Time Term Time Only Fixed contract to 31 August 2025<br>195 days including 5 training days                         |
| Hours:         | 34 hours per week Monday to Friday  |
| Actual Salary: | Sixth Form College Support Staff Pay Scale Point 5 to 9<br>£22,736 to £24,442 pa (Pro-rata part time £17,961 per annum) |
| Start Date:    | 04 November 2024  |
| Pension:       | Membership of the Local Government pension scheme   |

1. Application is by means of:
  - a completed Application Form
  - a completed Equal Opportunities Form
  - a completed Disclosure Form

When completing your application please comply with all instructions detailed on the application form. *You are asked NOT to send a Curriculum Vitae (CV).*

The criteria in the enclosed person specification will be used to assist the short-listing process. The specification identifies the minimum skills, experience, and qualifications needed by you to carry out the job effectively. When completing your application, you must ensure that you indicate how you meet these criteria.

2. Referees  
Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

3. Health  
If you are successful in your application, you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

4. **Certification**

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

5. **Equal Opportunities**

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

6. **DBS Disclosure**

If you are successful in your application, you will also be required to complete a DBS application, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamp addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website [www.ke6n.ac.uk](http://www.ke6n.ac.uk)

Closing date for applications: Monday 30 September at 09:00am

Interviews to be held: Friday 04 October 2024

Applications should be addressed to: Assistant Principal - Corporate Services  
King Edward VI College,  
King Edward Road  
Nuneaton  
CV11 4BE

Email: [personnel@ke6n.ac.uk](mailto:personnel@ke6n.ac.uk)

*The College is committed to safeguarding and promoting the welfare of young people.  
The successful candidate will be required to undertake a criminal record check via the DBS.  
The College promotes diversity and welcome applications from all sections of the community.*

*All candidates with a disability will be offered an interview should they meet  
the minimum requirements of the post.*

*The College is committed to the continuing professional development of all staff.*

Thank you for your interest in King Edward VI College, Nuneaton.

Better Futures Multi-Academy Trust  
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