



# **Uckfield College**

## **Support Staff Recruitment Information Booklet**

**PE Assistant  
including Swimming Instructor**

# Contents

Welcome letter from the Principal	2
About Uckfield College	3
Uckfield College Vision and Ethos	4
Our Staff	4
Advert for PE Assistant	5
Job Description for PE Technician	6-7
Job Description for Swimming Instructor	8-9
Job Description for Cover Supervisor	10-11
Person Specification for PE Assistant	12
The Application and Appointment Arrangements	13



Dear Candidate

We are delighted you are interested in applying for a role at Uckfield College and thank you for taking the time to discover more about life at our school.

The staff here, both teaching and non-teaching, are excellent. They are utterly professional and deeply caring people who have a strong moral purpose to make a difference to young people. Students in lessons are ready and eager to work. It is no surprise that results are so good. Both personally and professionally, I am very proud of the work they do. While we are a 'students first' college and students are what we are here for, our greatest asset is our dedicated staff who strive and frequently go beyond the 'call of duty' to develop and maintain the very special environment that is Uckfield College.

I feel sure that you will identify Uckfield College as an energetic and successful place in which to work. If, after reading about us, you decide to apply for the post, then we look forward to receiving your application form. Applications will be processed in line with the dates provided and I will write to successful and unsuccessful candidates as soon as possible to inform them of their progress.

There is further information about the College, including Prospectus and an electronic version of the briefing booklet and application form available on our website: [www.uckfield.college](http://www.uckfield.college). If there are specific parts of the application you would like to clarify, or if there is particular information you require, then please telephone me at the College. I can be contacted via my PA, Toni Fletcher, on 01825 764844, extension 1101.

In conclusion, I make no excuses for sounding so very proud of the enthusiasm, hard work and support of staff, students, parents and governors. Uckfield College is very much a team and I believe, fundamentally, a very happy and successful one.

I look forward to meeting short-listed candidates at interview.

Yours sincerely

Hugh Hennebry  
Principal



## About our College

In our most recent Ofsted report the Inspection team were full of praise for our great team of staff:

- "Teachers make better use of assessment information to plan work that meets the needs of all pupils."
- "Teachers make good use of technology available."
- "Teachers have worked collaboratively... to increase the level of challenge for pupils."
- "Teachers... ensure a consistent approach to feedback."
- "Pastoral leaders now have a more rigorous approach in place which ensures greater consistency across all year groups."
- "Pupils feel that their teachers listen to them in lessons and that they are well challenged."
- "Students said that the extra-curricular provision has expanded."



The Lead Inspector also wrote some wonderful comments about our students:

- "Pupils are typically very well behaved."
- "Pupils are friendly, polite and there is a harmonious atmosphere in the school."
- "Pupils say that homework tasks extend their current learning and provide additional challenge."
- "Pupils appreciate the guidance their teachers give them and they say that they know very specifically how to improve their skills and knowledge."

What runs through the letter are Ofsted's findings that our College is a Good school and is improving. What is also clear is that the positive relationships between teachers, parents and students, with students at the heart of everything we do, is such an important part of these improvements.





## Our Vision and Ethos

In feedback to the Lead Inspector during our recent Ofsted Inspection, one parent summed up the ethos of the school as **"Encouraging the young people to love learning, be interested in the world around them, take care of it and take care of one another."**



## Our Staff

We are exceptionally proud of our staff here at Uckfield College, both teaching and non-teaching. They are an amazing team who work together collegiately to support each other and help each and every one of us to be the very best we can.



# PE Assistant

<b>Scale</b>	Single Status Grades 4 to 6 - £18,426 to £20,751 pro rata per annum
<b>Salary</b>	Actual salary equates to £13,379 to £13,955 per annum
<b>Hours</b>	<p>The post of PE Assistant combines three separate roles and the hours for 2019/2020 include:</p> <p>Cover Supervisor - 11 hours paid at Single Status 4 to 5</p> <p>PE Technician - 7 hours paid at Single Status 4</p> <p>Swimming Instructor - up to 12 hours paid at Single Status 6 (full training will be given). 30 hours are guaranteed permanently and the 30 hours include 12 hours of Swimming Instruction guaranteed in 2019/2020. Over the last 10 years 8 hours of swimming instruction have been required. If swimming hours reduce one year, then Cover Supervisor hours will increase.</p>
<b>Commencement</b>	4th September 2019
<b>Contract</b>	Permanent

## The Application Process

We hope that after reading the information in this booklet you will be keen to apply to join our dedicated team of staff. If you would like to be considered for this role, please complete and return an East Sussex County Council Application Form, which is available electronically from our website. We will also be pleased to forward a hard copy of the application form to you if you prefer.

Please ensure that you submit your application before the closing date for this post of Monday 24th June at 10.00 a.m. Unfortunately applications received after this time cannot be considered. If you are short-listed for the post we will contact you as soon as possible to invite you to interview.

If you would like to discuss the post further, or arrange to visit the College prior to making your application, please do not hesitate to contact our HR Department on 01825 764844 extension 1232 or email [hr@uckfield.college](mailto:hr@uckfield.college).

## The Interview Process

We look forward to welcoming short-listed candidates on the interview day, when they will have the opportunity to find out much more about the College throughout the interview process. On the day you can expect the format to include:

- Welcome from the team
- Meetings with key members of the team
- Tour of the College
- Safeguarding Interview
- Panel Interview

East Sussex County Council is an authority committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance for this authority.



# Job Description

**Job Title:** PE Technician  
**Responsible To:** Faculty Leader of PE, Dance and Outdoor Education

## **Main Purpose of the Job**

- To provide support to teaching staff in the PE Department.
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

## **Job Dimensions**

- To assist teachers and students during lessons.
- To assist with departmental administration.
- To support teaching and learning within the College.

## **Key Accountabilities**

### **Strategic Direction and Development**

- To prepare letters/emails/documentation for parents, other schools and outside agencies
- To undertake photocopying/laminating
- To make telephone calls on behalf of the department and relay any messages.
- To keep up to date with curriculum development.
- To prepare equipment for lessons and projects, including preparation of demonstration resources.
- To assist teachers and students during lessons.
- To prepare display materials and equipment for parents' evenings; remove and display items of work around the school, as and when requested.
- To arrange and confirm fixtures, ensuring that a fixture list is kept up to date for Student Services and relevant staff.
- To book transportation eg college minibuses and coaches.
- To help with the organisation and running of events such as sports day, presentations, open evenings and inter-school and area competitions.
- When required to attend and participate in departmental meetings.
- To liaise with external agencies and assist with extra curricular activities.
- To provide information for the College website and social media ensuring that articles are collated within relevant timescales for the promotion of the PE Department.
- To assist teachers in lessons with ICT and resources eg chromebook and college camera.
- To assist with sorting and returning lost property to owners where possible.
- Be responsible for any stock taking required within the department.
- To carry out first line servicing of equipment to ensure safety and reliability.
- To clean and maintain the good order and organisation of the PE storage facilities.
- To assist with ordering equipment and checking deliveries.
- To carry out the washing of team kit (using machines in Technology) and ensure its availability for fixtures.
- To be aware of confidential issues linked to home/student/ teacher/college.
- To undertake any other reasonable duties that the Curriculum Leader or SLT require.

### **Staff Development**

- To take part in training activities offered by the College and external agencies as identified through Performance Management and/or to support identified pastoral strategy e.g. anger management training.

### **Additional Duties and/or Aspects of the Service**

- To undertake occasional classroom cover, examination invigilation or learning support thereby creating a more flexible support staff, in-line with the Remodelling of the Workforce;
- To undertake First Aid training and act as a First Aider.





### **Other Professional Requirements**

- To adhere to the standards, values, ethos and policies relevant to the aspirations of the College including working flexibly.
- To promote positive student behaviour in line with College policies.
- To be aware of and contribute towards achieving the College priorities as identified in the College Development Plan;
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with 'Keeping Children Safe in Education'.
- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
- To observe Health & Safety regulations at all times.
- To follow the high reliability protocols of the College.
- To operate at all times within the stated policies and practices of the College;
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct;
- To take responsibility for own professional development and duties in relation to College policies and practices.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

*Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.*





# Job Description

**Job Title:** Swimming Instructor  
**Responsible To:** Faculty Leader of PE, Dance and Outdoor Education

## **Main Purpose of the Job**

- Deliver swimming lessons to an agreed group of pupils and to maintain the safe running of the Swimming Pool.

## **Job Dimensions**

- Students: accountable for the oversight of learning and providing whole class supervision in the absence of the class teacher
- Staff: to work within the team of Cover Supervisors and liaise with all staff as appropriate
- Resources: management of the learning environment and resources.

## **Key Accountabilities**

### **Strategic Direction and Development**

- Provide swimming tuition to a group of pupils and encourage them to reach their full potential.
- To plan and implement lessons suitable for the age and ability of pupils in accordance with the Equal Opportunities Policy.
- Regularly assess pupils abilities and progress and arrange for the award of the appropriate certificates.
- Comply with School's Health & Safety Policy and Normal Operating Procedures and Emergency Evacuation plans relating to our pool.
- To comply with the internal Risk Assessment.
- To report immediately to the Headteacher / Member of Senior Management in the event of emergency.

### **Quality Assurance**

- To follow the High Reliability protocols when guiding students e.g. re homework, behaviour in lessons.

### **Staff Development**

- To take part in training activities offered by the College and external agencies as identified through Performance Management.

### **Additional Duties and/or Aspects of the Service**

- To undertake occasional classroom cover, examination invigilation or learning support thereby creating a more flexible support staff, in-line with the Remodelling of the Workforce;
- To undertake First Aid training and act as a First Aider.

### **Other Professional Requirements**

- To undertake First Aid training and act as a First Aider;
- To adhere to the standards, values, ethos and policies relevant to the aspirations of the College including working flexibly.
- To promote positive student behaviour in line with College policies.
- To be aware of and contribute towards achieving the College priorities as identified in the College Development Plan;
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with



'Keeping Children Safe in Education'.

- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
- To observe Health & Safety regulations at all times.
- To follow the high reliability protocols of the College.
- To operate at all times within the stated policies and practices of the College;
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct;
- To take responsibility for own professional development and duties in relation to College policies and practices.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

*Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.*



# Job Description

**Job Title:** Cover Supervisor  
**Responsible To:** Assistant Head Support Services (Human Resources)

## **Main Purpose of the Job**

- In the absence of the class teacher, to work as a Cover Supervisor in the College/Department under the supervisory arrangements established by the College
- To play an important role in the College Cover system
- To play a full part in the life of the College and its community, to support its mission and ethos of realising potential and to be a role model for staff and students.

## **Job Dimensions**

- Students: accountable for the oversight of learning and providing whole class supervision in the absence of the class teacher
- Staff: to work within the team of Cover Supervisors and liaise with all staff as appropriate
- Resources: management of the learning environment and resources.

## **Key Accountabilities**

### **Strategic Direction and Development**

- To set work (including homework) previously prepared by the class teacher or curriculum leader
- To develop curricular knowledge as required by the College
- To apply the College's Behaviour policy
- To undertake registration as required and in-line with College's Attendance and Registration policies
- To follow the College's classroom protocol in-line with High Reliability
- To accompany staff on educational visits and work under the direction of the trip organiser
- To undertake exam invigilation when required, maintaining the rules set out by the external examination boards and in-line with College policy
- To observe Health & Safety regulations at all times
- To gain experience across all Departments

### **Deployment of Resources**

- To oversee the using of books and equipment as necessary and ensure that everything is returned to the appropriate place at the end of the lesson
- To ensure that students tidy-up and leave the classroom in good order

### **Communication**

- To report any difficulties to the Curriculum Leader/Director of Year/Duty Team/Senior Supervisor/Assistant Head Support Services as appropriate
- To return work etc. to the class teacher/curriculum leader and inform him/her of the point reached by students
- To liaise with Teaching Assistants during Cover lessons

### **Quality Assurance**

- To follow the High Reliability protocols when guiding students e.g. re homework, behaviour in lessons.

### **Staff Development**

- To take part in training activities offered by the College and external agencies as identified through Performance Management and/or to support identified pastoral strategy e.g. anger management training.



## Other Professional Requirements

- To undertake First Aid training and act as a First Aider;
- To adhere to the standards, values, ethos and policies relevant to the aspirations of the College including working flexibly.
- To provide guidance and advice to students on educational and social matters and on their further education and future careers.
- To promote positive student behaviour in line with College policies.
- To be aware of and contribute towards achieving the College priorities as identified in the College Development Plan;
- To endeavour to give every child the opportunity to reach their potential and meet high expectations;
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with 'Keeping Children Safe in Education'.
- To maintain good order and discipline among students and safeguard their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.
- To observe Health & Safety regulations at all times.
- To follow the high reliability protocols of the College.
- To operate at all times within the stated policies and practices of the College;
- To establish effective working relationships and set a good example through own presentation and personal and professional conduct;
- To take responsibility for own professional development and duties in relation to College policies and practices.

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in the job profile. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.*

*Where such duties amount to more than a temporary adjustment to the main responsibilities of this job profile, it will be amended accordingly. It will anyway be subject to periodic amendment whenever circumstances or appraisal processes dictate changes in the post holder's role within the College.*





# Person Specification for PE Assistant

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good standard of education, particularly in English and Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• To hold, or be prepared to undertake First Aid at Work qualification</li> <li>• To hold a qualification, or be prepared to undertake Swimming Instructor Training</li> </ul>
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment</li> <li>• Knowledge of the SEND Code of Practice</li> <li>• Knowledge of the rules of typical school sports</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use language and other communication skills that students can understand and relate to</li> <li>• Ability to consistently and effectively implement agreed behaviour management strategies</li> <li>• Ability to establish positive relationships with students, providing individual attention and reassurance appropriate to their needs and encouraging them to stay on task.</li> <li>• Ability to demonstrate active listening skills</li> <li>• Ability to work effectively and supportively as a member of the College team</li> <li>• Ability to work within and apply all College policies, eg behaviour management, child protection, health &amp; safety, equal opportunities, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiasm / passion to promote sport in young people</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>· Excellent communicative skills and telephone manner</li> <li>· High quality interpersonal skills</li> <li>· Team player</li> <li>· Flexible</li> <li>· Proactive and able to make decisions</li> <li>· Reliable, discreet and self-motivating</li> <li>· Ability to work under pressure</li> </ul>	



## The Application and Appointment Arrangements

We look forward to receiving your application which should be returned to our HR Department, [hr@uckfield.college](mailto:hr@uckfield.college). Your application should comprise:

- A letter of application (2 sides A4 max), which includes reference to those aspects of your experience, personal qualities, knowledge and skills which will equip you for these roles;
- A fully completed application form.

The closing date for receipt of completed applications is Monday 24th June at 10.00 a.m. Short-listing will take place shortly afterwards and interviews will be held as soon as possible. The selection process will include formal interviews and skills assessment tasks. There will also be an opportunity to view the school.

If you require any further information please contact our HR Department at Uckfield College on 01825 764844, extension 1232 or email [hr@uckfield.college](mailto:hr@uckfield.college). Alternatively you may contact Toni Fletcher, PA to the Principal, on 01825 764844, extension 1101, or email [t.fletcher@uckfield.college](mailto:t.fletcher@uckfield.college).



# Uckfield College

## *Love Learning for Life*



Uckfield College  
Downsview Crescent  
Uckfield  
East Sussex  
TN22 3DJ

Email: [office@uckfield.college](mailto:office@uckfield.college)  
Telephone: 01825 764844  
Website: [www.uckfield.college](http://www.uckfield.college)

