



The West Bridgford School



Permanent Support Assistant Application Pack



East Midlands
Education Trust



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Headteacher

The West Bridgford School

17th May 2022

Dear Applicant,

Re: Support Assistant – Permanent

Thank you for your interest in the above post. The Governors are seeking to appoint a Support Assistant.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon on Tuesday 07th June 2022.

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM

The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2 7FA

Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1749 including 418 in Post-16

Part of the East Midlands Education Trust



Support Assistant – Permanent

32.5 hours per week- Term-Time Only

Scale 4 Points 9 to 12 £21,269 - £22,571 pro-rata,

(Actual salary £15,926 - £16,901)

A suitably qualified person is required to support the additional needs of pupils in our school. The post-holder will need to provide support for pupils with a range of needs including emotional, social, behavioural, physical and learning difficulties, and must be able to develop good working relationships with pupils and families during their secondary education and support pupils with day to day curriculum access.

The candidate should enjoy working as a member of a team and be able to demonstrate good communication skills, together with good literacy, numeracy and ICT skills.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is at 12-noon, Tuesday 07th June 2022



JOB DESCRIPTION Support Assistant

Grade: Scale 4 Points 9 to 12
Salary: £21,269 - £22,571 pro-rata
(Actual salary will be £15,926 - £16,901)
Responsible to: Director of Learning (Inclusion)
Hours of work: 32.5 Hours per week, 08.15 – 15.15 (Monday to Friday),
with half an hour lunch (unpaid); – Term Time Only.

Other information: Appointments made are subject to the receipt of satisfactory references, confirmation of medical fitness for this post and the outcome of the enhanced check to be carried out through the Disclosure and Barring Service.

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Main Purpose of the Post

- To deliver small group interventions focused on the core subjects of maths and English
- To contribute to the Inclusion Policy in school, by supporting pupils with additional needs who need help in overcoming barriers to learning, by developing their potential, both inside and outside the classroom
- To promote a positive ethos towards including and retaining pupils with additional needs, including emotional and behavioural needs
- To ensure the health and safety of named pupils and facilitate their physical, emotional and educational development
- To continuously work towards developing the self-esteem and independence of pupils with additional needs

Responsibilities

Day-to-day management of named pupil's needs

- To ensure pupil's needs are being met on a day-to-day basis

Teaching and Learning Activities

- To assist in planning, preparing and delivering programmes which meet the needs of pupils



- To work within classes, supporting the teacher and pupil as appropriate, under the direction of the Director of Learning for Inclusion
- To support staff in modifying and adapting curriculum content to support pupils with additional needs
- To work with teaching staff to direct the learning programme for pupils to address identified learning difficulties
- To promote and develop extra-curricular activities for pupils, including the reading programmes and homework club
- To support the use of ICT equipment for pupils with additional needs
- To mentor pupils on a 1:1 basis and support their emotional and personal well-being
- To support teaching staff in carrying out risk assessments and associated planning for the inclusion of pupils on school visits and placements
- To support and establish targets for pupils, which are monitored and reviewed, to ensure progression
- To support teachers in evaluating pupils' progress through a range of assessment activities
- To co-ordinate the collection of evidence with regard to the needs of individual pupils, for review and monitoring purposes
- To support the management of access arrangements for exams under the direction of the Director of Learning for Inclusion

Communication

- To liaise with Directors of Learning, Heads of Department and other school staff as appropriate
- Attend meetings with other key staff to discuss and review work
- To maintain clear records as required by the Director of Learning for Inclusion
- To maintain clear communication with parents and promote effective home/school links
- To attend consultation afternoons where relevant
- To liaise with outside agencies in consultation with the Directors of Learning to ensure the co-ordinated and effective use of available resources
- To assist in the smooth transition between educational phases

Personal Care

- To ensure the maintenance of rooming and equipment associated with, and required for, pupils' day-to-day access and support
- To ensure maintenance and cleaning of personal care equipment and materials
- To ensure maintenance of supplies associated with pupils' day-to-day personal care needs
- To assist pupils in implementing their own personal care programmes during the school day, specifically in relation to practical support for the named pupils

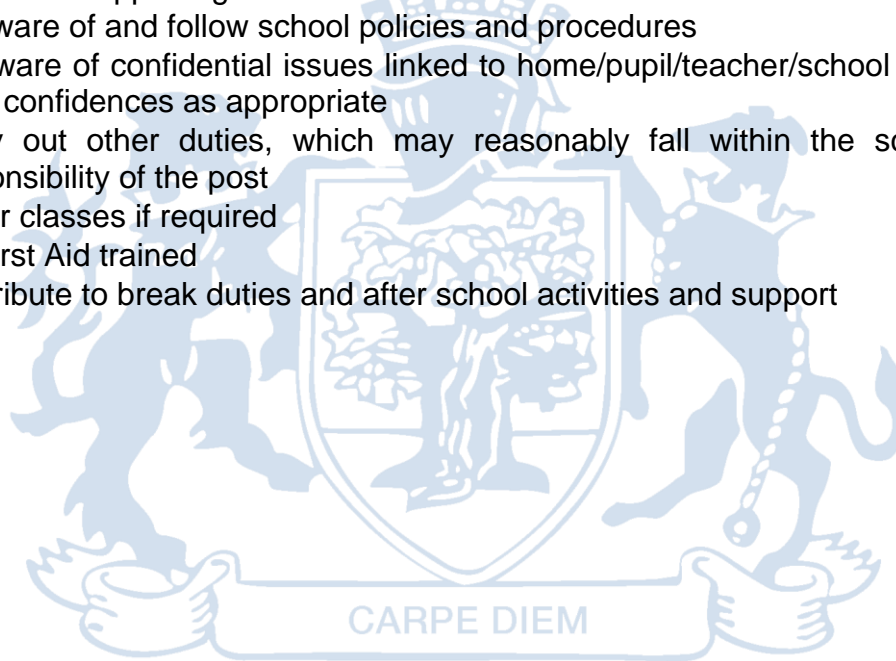


- To work in co-operation with associate staff who are also supporting the personal care needs of the named pupils
- To provide personal assistance to pupils in physical and practical activities e.g. physical education, home economics, school visits, placements, therapeutic treatments, swimming, etc.

Professional Values and Practice

The post-holder will be expected to:

- Promote equality of opportunity for all students
- Respect and uphold the dignity of the named pupils at all times
- Encourage acceptance and inclusion of pupils with additional needs
- Continually seek to improve practice by being up to date with current good practice in supporting students with additional needs
- Be aware of and follow school policies and procedures
- Be aware of confidential issues linked to home/pupil/teacher/school work and keep confidences as appropriate
- Carry out other duties, which may reasonably fall within the scope and responsibility of the post
- Cover classes if required
- Be First Aid trained
- Contribute to break duties and after school activities and support





PERSON SPECIFICATION Support Assistant

Qualifications/training	
Numerate GCSE minimum C grade	Essential
Literate GCSE minimum C grade	Essential
First Aid trained	Desirable
NVQ Level 3 or similar qualification	Desirable

Experience	
Experience of working with pupils with SEN and other additional needs	Desirable
Experience of working with pupils with emotional and behavioural needs	Desirable
Experience of secondary age pupils	Desirable
Other relevant training or experience of working with children	Desirable
Experience of teaching phonics, literacy and numeracy	Desirable

Skills	
Good inter-personal skills	Essential
Good organizational skills	Essential
Good communication skills with children and adults	Essential
ICT competence	Essential

Qualities	
Suitable for work with children	Essential
Commitment to inclusion	Essential
Enthusiasm for working with children and adults	Essential
Good communication skills with children and adults	Essential
Flexible, approachable, reliable	Essential
Well motivated, willing to learn	Essential
Good team worker	Essential
Sensitive to needs of adults and pupils	Essential
Sense of humour	Desirable