

Peacehaven Community School

Aspire • Believe • Contribute • Achieve

**Behaviour Support Assistant**

Peacehaven Community School

Information

Swale ACADEMIES TRUST

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# Welcome

Dear Applicant

I am delighted that you are interested in being part of our exceptional team at Peacehaven Community School. I hope you will take a look at our PCS Website and PCS Prospectus as well as taking the time to consider the information enclosed with this letter.

Peacehaven Community School is a proudly comprehensive and fully inclusive school. This means diverse teaching opportunities, providing for students with a very broad spectrum of need. It includes a Special Facility for Speech, Language and Communication Need (SLCN) and Autistic Spectrum Condition (ASC) where students thrive in an integrated and supporting education.

Peacehaven Community School was judged as "Good" in all areas by Ofsted in October 2023. The school has gone from strength to strength in recent years and is proudly oversubscribed. Standards of teaching and learning at Peacehaven Community School are high. There is a consistent and research led approach to lesson planning, teaching and feedback at the school and an explicit focus on adaptive teaching and embedding formative assessment. At the heart of our vision for the school is a relentless drive to ensure that all pupils make good progress in every subject. Our curriculum is broad, balanced and rich which encourages a love of learning. We want all students to have high expectations of themselves and to develop as enthusiastic, creative and positive young people who display good personal, social, emotional and spiritual development.

At Peacehaven Community School, we know all of our pupils and take the time to support and guide them towards targets and goals that are realistic and personalised. Our values are 'Aspire - Believe - Contribute - Achieve' where achievement is a focus for all. We encourage students to aspire and be their best. We promote self-confidence and belief, supporting students to face the challenges future life brings, alongside an awareness and understanding of the values of our society and other cultures. We seek to celebrate our pupils' contributions at every opportunity and are proud of what we achieve together as a school community. To achieve our vision we place the recruitment, retention and professional development of excellent teachers as a top priority.

Peacehaven Community School is located in the town of Peacehaven, seven miles from the vibrant town of Brighton, situated on the south coast above the chalk cliffs of the South Downs. Our modern, well equipped building has exceptional facilities offering an inspiring modern learning environment, with well resourced classroom spaces.

Peacehaven Community School has a traditional family culture combined with an ambitious ethos for excellence. It is part of a very exciting multi-academy trust focused on school improvement, collaboration and continuous learning. Swale Academies Trust is currently made up of nineteen other schools, both primary and secondary, located in East Sussex and Kent. The Trust provides unparalleled opportunities for professional development and will grow further in the future.

Peacehaven Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a school dedicated to the principle of equal opportunities, we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.
Yours sincerely



Ms Rachel Henocq
Headteacher

# Job Description

**Job Title:** **Behaviour Support Assistant**
**Grade:** **SAT B**
**Responsible to:** **Behaviour Support Coordinator**

**Purpose of the Job:**

- To provide administrative support to the Community Manager and / or Senior Assistant Principal in relation to student behaviour, attendance and wellbeing.
- To provide pastoral support and guidance to students within the designated year group.

**Job Context:**

- To subscribe to the ethos and practice of The Eastbourne Academy and to work to support the success and ongoing improvement of the students and staff within it measured against national benchmarks.
- To meet the expectations of the relevant codes of conduct for support staff and to maintain high standards of personal performance.
- This role has a major responsibility for safeguarding and promoting the welfare of children and young people.
- This job description may be amended at any time following discussion between the Principal, Senior Assistant Principal and the Community Assistant and it will be subject to Annual Review.

**Main duties and responsibilities (Accountabilities):**

- To deputise for the Community Manager in his/her absence.
- To have high expectations of all students and demonstrate commitment to raising students educational achievement.
- To respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- To ensure that day to day aspects of the year group run smoothly and efficiently.
- To ensure consistently high standards of work and behaviour from students within the year group.
- To work effectively as part of a team with other staff.
- To assist in sustaining a safe, secure and healthy school environment. To support and input data to record the attendance of students so that the year group meets the national average, or are making rapid progress towards it by effectively mentoring key students.
- To support and input data to record the behaviour of students so that Fixed Term Exclusions (FTE) are below the national average, or are making rapid progress towards meeting that target by effectively mentoring key students.
- To track behaviour and provide data for the senior leadership team and governors.
- To foster positive relationships with parents, guardians and carers by leading meetings and making telephone calls.
- To effectively record minutes of any meetings.
- To liaise regularly and effectively with the Senior Assistant Principal (Behaviour and Attendance).
- To support the Academy detention system at break time and after school.
- To set an excellent example personally and professionally and to contribute where necessary to public events and occasions as appropriate to the role.
- To be responsible for completing all necessary documents related to students being "off rolled" and "withdrawal from education" (Holiday requests).

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

# Person Specification

| Qualifications | Essential / Desirable |
|---|---|
| A good standard of education across a range of subjects. | E |
| Experience of working with children with a variety of educational needs. | D |
| **Experience** | |
| Experience in the use of IT & digital technologies to support students' learning. | E |
| Experience in the use of IT, including ipads and chromebooks. | D |
| **Knowledge and Skills** | |
| A good standard knowledge of how children learn and how to motivate them. | E |
| A basic knowledge of how to support | E |
| children in literacy and Numeracy. | E |
| A basic knowledge of Health & safety requirements in a school environment. | E |
| A basic knowledge on developing strategies to de-escalate an escalation in a child's mood or behaviour. | E |
| Ability to use language and other communication skills that students can understand and relate to. | E |
| Ability to demonstrate active listening skills. | E |
| Ability to empathise with the needs of young people. | E |
| Ability to work within and apply all Academy policies, including Behaviour Management, Health & Safety and Equal Opportunities. | E |
| Ability to work effectively with colleagues. | E |
| Ability to maintain complete confidentiality on all Academy matters. | E |
| **Personal Qualities** | |
| Reliability, honesty and a commitment to maintaining confidentiality. | E |



# Working at Peacehaven Community School

At Peacehaven Community School, we are dedicated to realising our vision of providing outstanding education that supports the cognitive and social-emotional growth of our students. We set high expectations for all students and empower them to strive for their personal best, preparing them to thrive in a dynamic world.

We are proud to cultivate a culture of inclusivity, resilience, and community partnership, ensuring that every student is valued, respected, and embraced. Our focus on mutual respect, good manners, and exemplary behaviour is matched by our commitment to providing a comprehensive and balanced curriculum that prepares students for a fulfilling adult life. Encouraging our students to become active contributors to society and responsible global citizens, we offer a wide array of extracurricular activities, trips, and visits that enrich their lives.

Our dedication to delivering innovative and challenging teaching inspires our students to excel and make exceptional progress. We are committed to nurturing a learning environment that transforms lives and empowers our students to aspire, believe, contribute, and achieve greatness.

## Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Enhanced Maternity Pay
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

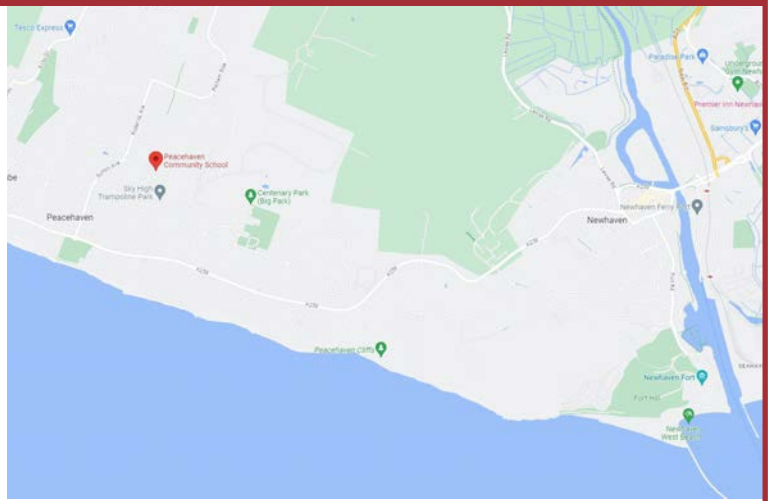
# Finding Us

**Peacehaven Community School**
Greenwich Way, Peacehaven, East Sussex, BN10 8RB

01273 581100
pcs-enquiries@swale.at

**Closest Train Station: Newhaven Town**
Approx. 71 minute walk

**Closest Bus stops:**
Roderick Avenue (from Newhaven) - 12 Coaster/12A Coaster
Roderick Avenue (From Brighton) - 12 Coaster/ 12A Coaster
Meridian Centre (From Brighton) 14/14C





# Overview of Peacehaven Community School

**Joining our team**

Peacehaven Community School is a research-engaged, innovative educational institution within the Swale Academies Trust, dedicated to providing an exceptional learning experience for our students. We are delighted that you are considering joining our talented team of teachers, leaders and support staff. At PCS, we are committed to fostering a diverse, inclusive, and supportive working environment, where every staff member can thrive and contribute to our shared mission of nurturing the potential of every student. We are a fully inclusive school with a special facility for students with SCLN and ASC and we believe that all students, irrespective of their starting points, can flourish. Our nurturing and challenging learning environment transforms lives and empowers our students to aspire, believe, contribute, and achieve greatness.

**Why choose Peacehaven Community School?**

1. Excellent Working Conditions: At Peacehaven Community School, we use quantitative measurements of working conditions and research on teacher motivation to optimise our teachers' working environment and identify areas that have the greatest impact on teacher wellbeing. By focusing on data-driven insights, we maximise teacher efficiency and foster a positive workplace.
2. Career Opportunities: We understand the correlation between job satisfaction and career progression (Sims, 2018). As such, we provide every staff member, regardless of role, with bespoke career development opportunities. Being part of the Swale Academies Trust enables us to offer an even greater range of opportunities, as we regularly offer promotions across schools for the benefit of our teachers and students.
3. Supportive Leadership: Our warm, welcoming, and evidence-informed leadership team recognises the crucial role leadership quality plays in teacher job satisfaction. By living our values every day, we provide unwavering support to our teachers.
4. Collaborative Staff Community: Our systems and structures ensure staff members have regular opportunities to engage with their department and colleagues from other departments, fostering a strong sense of community and collaboration.
5. Professional Learning and Development: Our evidence-based CPD programme, recognised as a best practice example at national conferences, is integrated with flexible working arrangements to give staff autonomy over their time and support their professional growth.
6. Research-Engaged School: We pride ourselves on our evidence-based approach to education, where we are publishing research to support others to better understand research engagement in schools. By joining our team, you will be part of a school that values objectivity and actively engages in educational research.
7. Ideal Location: Peacehaven Community School is situated just a 10-minute walk from the seafront, a 15-minute drive from Brighton and is surrounded by the South Downs, offering an excellent local environment for our staff.
8. Outstanding Facilities: Built in 2001, our school boasts state-of-the-art facilities and resources for staff and students. With an on-site leisure centre, our teachers enjoy access to excellent amenities for their well-being and work-life balance.

This school is also committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to complete a DBS check and the post may be offered only on receipt of two good references.



## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. The SAT Application Form can be found here.

Please note CVs will not be accepted in place of a completed application form.
Application forms can be found on swale.at website. Completed forms can be sent to pcs-recruitment@swale.at or by post to the following address:

PCS Recruitment,
Peacehaven Community School,
Greenwich Way,
Peacehaven
East Sussex
BN10 8RB

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. Peacehaven Community School may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

## Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications

# Swale ACADEMIES TRUST





## OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

## OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.





## OUR VALUES

**Excellence**
We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

**Integrity**
We are honest and treat individuals fairly, acting in the best interests of our pupils.

**Collaboration**
We work together to achieve more than we could individually, sharing good practice and learning.

**Agility**
We are curious and innovative, embracing both challenge and change.

**Empathy**
We actively listen to understand another person's experience, nurturing an inclusive environment.




SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS
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