



THE
Eastbourne
ACADEMY
Your future at your fingertips

Behaviour Support Assistant INFORMATION



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Dear Applicant,

As the new Headteacher of The. Eastbourne Academy, I am excited at the prospect of your application to the post of Behaviour Support Assistant.

You would be joining a large and experienced office team who all work incredibly hard to ensure the smooth running of the school. We have a high proportion of SEND and PP students at our Academy and we have a moral duty to provide the highest quality learning environment for these students to ensure they have better life chances.

The administrative support that assists teachers and leaders will be a key part of our success moving forward. You will also provide direct support to me as Headteacher and have a high level of interactions amongst all school staff.

I look forward to hearing from you and encourage you to visit our Academy over the coming weeks.

Your Sincerely

Dan Wynne Willson
Headteacher

Kind regards,



Mr Dan Wynne Willson
Headteacher

WELCOME

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust. Swale Academies Trust is one of the leading Multi-Academy Trusts in the south east with a highly effective record in school improvement. We are currently looking for outstanding leaders and teachers to join us as we grow. Swale Academies Trust consists of a group of primary and secondary schools based in Kent, East Sussex and South London. We are also working with a number of schools who require support prior to joining the Trust. We have a very strong track record in school improvement and are looking for dynamic people who want to transform children's lives in some of the most challenging educational contexts in the region.

We are looking for ambitious professionals who are interested in working with pupils from diverse communities in some of the region's most challenging schools. We want energetic, inspiring classroom practitioners who are highly motivated and committed to the profession. We recognise the importance of a well-ordered teaching environment for staff to flourish. Parents and teachers provide regular positive feedback about our work to create a positive climate for learning. As a result, Ofsted visits identify pupils' conduct as a strength across the Trust. We want teachers who are keen to make a positive difference to children's lives, are proud of the students they teach, the work they produce and share this pride in the achievements of all.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level with a wide range of coaching programmes, delivered across our schools, including Westlands, the Trust Teaching school. We also work closely with a number of external partners such as the University of Kent to support leadership development across our family of schools. All of our schools are unique and reflect the communities they serve but they work closely together to support each other and collaborate to raise standards. Teachers identify the well-structured collaboration as a key factor in improving their practice but also improving their work-life balance.

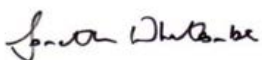
Since its creation in September 2010, Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at the most recent Ofsted reports for Beaver Green Primary School, South Borough Primary School, Meopham School, Regis Manor Primary School, Westlands Primary School, Istead Rise Primary School and The Sittingbourne School, will all point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,



Jon Whitcombe
Chief Executive Officer

JOB DESCRIPTION



Job Title: Behaviour Support Assistant
Grade: SAT 5
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



	CRITERIA	ESSENTIAL/ DESIRABLE
Qualifications	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

OVERVIEW

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, Eastbourne
- 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 (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team

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.

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 tara.ion@swale.at or by post to the following address:

Mrs Tara Ion
The Eastbourne Academy
Brodrick Road,
Eastbourne,
East Sussex
BN22 9RQ

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.

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.

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.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



SWALE ACADEMIES TRUST
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JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732