



THE
TURING
SCHOOL

Behaviour Support Assistant INFORMATION



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Dear Applicant,

I am delighted that you are interested in becoming part of the team at The Turing School. The Turing School is a proudly comprehensive and fully inclusive school of approximately 540 students. There is a consistent approach to lesson planning, teaching and marking at the school and an explicit focus on differentiation and quality of work in books. 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 and balanced, offering courses to suit pupils of all abilities.

At The Turing School we are committed to securing excellence in learning and progress for all students through exciting and stimulating teaching, and a rich curriculum 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 The Turing 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.

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' talents and skills 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.

Our modern, well equipped building has excellent facilities offering an inspiring modern learning environment, with well resourced classroom spaces. The Turing School is part of a multi-academy trust focused on school improvement, collaboration and continuous learning.

The Turing 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.

Kind regards



Sarah Doyle
Headteacher

JOB DESCRIPTION



Job Title: Behaviour Support Assistant
Salary: SAT C
Responsible to: Behaviour Support Co-ordinator

Job Purpose

- 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 and Experience	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 of knowledge of how children learn and how to motivate them.	E
A basic knowledge of how to support children in literacy and numeracy.	E
A basic knowledge of health and 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 and 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, 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 (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

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 gemma.sorrellfleet@swale.at or by post to the following address:

Miss Gemma Sorrell-Fleet
The Turing School
Larkspur Drive,
Eastbourne
East Sussex
BN23 8EJ

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.

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>

