

SAND

ACADEMIES TRUST

Supporting Achievement Nurturing Development



INFORMATION FOR CANDIDATES

SAND Academies Trust

CEO & Executive Headteacher: Lyn Dance

Registered in England: Company Number 11968610

Registered Office: c/o The Milestone School, Longford Lane, Gloucester, GL2 9EU

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Supporting Achievement Nurturing Development

SAND Academies Trust was formed in June 2019 to enable and develop partnerships working across a group of academies. Academy Trusts are created by a number of academies working together. Academies are **independent, self-governing schools** that are funded directly by the Government and not via the Local Authority.

SAND Academies Trust now consists of five schools:-

Battledown Centre for Children & Families

Belmont School

Paternoster School

The Milestone School

Willow Primary Academy

Each school will maintain its own unique ethos, culture and identity that has been established over many years to ensure the needs of pupils are met.

As a partnership we will achieve more together and therefore:

- Improve outcomes, opportunities and life chances for children and young people
- Offer more / wider support for their families
- Share and develop staff expertise

We will continue working to **grow our Academy Trust** to include converting schools who share our vision and aims and who wish to be part of a new and exciting Trust that will respect the individual identity of each academy whilst providing opportunities for sharing good practice and expertise to benefit our children, young people and families.

SAND Academies Trust is committed to Safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share the same commitment. All positions are subject to an enhanced DBS check.

ABOUT US

SAND Academies Trust Head Office is located in the grounds of The Milestone School in Longlevens, Gloucester and is in close proximity of the M5 motorway (junction 11). The Trust currently has schools located in Gloucester, Cheltenham and Cirencester.

OUR AIMS

To provide the best possible education for children and young people, including those with additional and complex needs, in both mainstream and special schools.

- To achieve excellence through innovation, creativity and continuous improvement.
- To direct the maximum resources available to The Trusts' academies, facilitating and servicing high standards.
- To build formal and informal partnerships across Gloucestershire and beyond.
- To develop a Trust which is 'outward' looking and enterprising.
- To support, challenge and improve underperforming schools.
- To utilise internal and external providers in the pursuit of excellence based upon pupil need.
- To utilise the skills and experience of staff and leaders across The Trust to the best advantage of the children and young people.
- To provide an environment where staff can continually develop and progress their careers.
- To develop multi agency working practices.
- To develop children and young people's independence skills and support families to take part in a parallel journey with their child as they prepare for adulthood.
- To maximise value-for-money by continued attention to costs and streamlining & centralising working practices where appropriate.
- To play a strategic role across the region by linking with other organisations.

CURRENT VACANCIES

- 1) Learning Partner (LP4) x 2, Milestone School
Closing date 12noon on Monday 4th October, 2021
 - General information: page 6
 - Job Description: pages 7 & 8
 - Person Specification: pages 9 & 10

- 2) Inclusion Learning Mentor, Belmont School
Closing date 12noon on Friday 8th October, 2021
 - General information: page 11
 - Job Description: pages 12, 13 & 14
 - Person Specification: pages 15 & 16

- 3) Operational Lead, Milestone School
Closing date 12noon on Monday 11th October, 2021
 - General information: page 17
 - Job Description: pages 18, 19 & 20
 - Person Specification: page 21

- 4) Casual Learning Partners, Milestone School
Closing date 12noon on Friday 15th October, 2021
 - General information: page 22
 - Job Description: pages 23 & 24
 - Person Specification: pages 25, 26 & 27

- 5) Learning Partner (LP6), Milestone School
Closing date 12noon on Friday 15th October, 2021
 - General information: page 28
 - Job Description: pages 29 & 30
 - Person Specification: pages 31 & 32

6) C&I Teacher, Willow Primary Academy

Closing date 12noon on Friday 15th October, 2021

- General information: page 33
- Job Description: pages 34 & 35
- Person Specification: page 36

7) Premises Assistant, Willow Primary Academy

Closing date 12noon on Friday 15th October, 2021

- General information: page 37
- Job Description: pages 38, 39 & 40
- Person Specification: page 41

Details on how to apply for any of the above posts can be found on page 42.

VACANCY: LEARNING PARTNERS LP4 x 2 MILESTONE SCHOOL

Post Reference: LP4MIL1

Grade: 4 pts 7-10

Contract: Fixed term until 31st August 2022

Closing Date: 12 noon on Monday 4th October 2021

Interview Date: Tuesday 19th October 2021

Milestone School is looking for 2 Learning Partners (LP4) to join their dedicated and friendly team in school. The successful applicant should have a passion for working with special educational needs and disabilities, which includes severe learning difficulties; physical difficulties; profound and multiple learning difficulties; severe autism and challenging behaviours.

The posts are part time, working 27.5 hours per week (Monday to Friday), from 9.15am until 3.15pm (term time only including INSET days). The requirements of the posts are:-

- a passion and enthusiasm for teaching and learning
- experience of working with children with special educational needs
- flexibility and a willingness to work with pupils of any age
- an ability to inspire and encourage pupils to achieve and aim high
- an effective team player
- an NVQ/QCF Level 2 or equivalent qualification is desirable

Support staff are expected to take all holidays when the school is not in session.

Both posts are fixed term until 31st August 2022 and subject to satisfactory pre-employment checks and the successful completion of a 6-month probation period.

JOB DESCRIPTION

POST: Learning Partner (LP4)
GRADE: Grade 4 pts 7 – 10
LOCATION: Special Schools

JOB PURPOSE

To support teaching staff with their responsibility for the development and education of pupils, some of whom may have a wide range of special needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of individuals or groups of pupils
- supervise the activities of individuals or groups of pupils
- ensure pupils' safety
- undertake activities necessary to meet the physical and emotional needs of individuals and groups of pupils, including supporting pupils in the swimming pool
- report all safeguarding concerns promptly to a line manager, designated safeguarding officer or lead
- perform specialised procedures associated with a child's particular needs (following any necessary specific training), for example: personal & intimate care; administration of medication (oral, rectal); care for a child during a medical crisis (such as seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by the class lead
- assist with general laundry duties
- participate in trips out of school (where qualified to drive the school minibus if required)
- help keep classrooms, associated areas and the school clean and tidy
- attend training sessions provided by the school
- participate in the school's appraisal programme

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Teacher/Senior Learning Partner/Head of Department/Deputy Headteacher/Principal, Headteacher/Principal

PRINCIPAL CONTACTS

Pupils, Parents, Teachers, Senior Learning Partners, Head of Department, Deputy Headteacher/Principal, Headteacher/Principal and other professional groups

SPECIAL CONDITIONS

This post is term time only and the postholder will be expected to take all holidays during designated school holidays.

The postholder may be asked to work at other schools within the MAT.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSONAL SPECIFICATION

Learning Partner (LP4)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • experience of working with children • experience of supporting teaching and learning (under supervision) 	<ul style="list-style-type: none"> • current First Aid qualification • current Manual Handling certificate • current Team Teach certificate • current Food Handling & Hygiene qualification • current MiDAS certificate • NNEB, CACHE Diploma in Nursery Nursing or BTEC Level 3 Childcare • Social Work (where the qualification is regarded as directly relevant to the needs of the job) • Physio & Speech Therapy (where the qualification is regarded as directly relevant to the needs of the job) • Health and Social Care (where the qualification is regarded as directly relevant to the needs of the job) • other relevant qualifications, at a similar level to the above, may be considered • experience of working with pupils with special educational needs (including both Severe and Profound and Multiple Learning Difficulties)
Knowledge & skills	<ul style="list-style-type: none"> • good literacy and numeracy skills • effective use of ICT for professional purposes including digital photography, internet and word processing • excellent verbal communication skills • active listening skills • ability to build effective working relationships with pupils and adults • skills and expertise in understanding the needs of all pupils • knowledge of how to help adapt and deliver support to meet individual pupil needs • ability to remain calm in stressful situations 	<ul style="list-style-type: none"> • Total Communication • basic knowledge of policies and procedures relating to safeguarding children, health, safety, security & equal opportunities • effective use of ICT for educational purposes including interactive whiteboards, iPads and early years software • an interest in continual professional development

	<ul style="list-style-type: none"> • ability to recognise and deal with stress appropriately • knowledge of guidance and requirements around safeguarding children • understanding of roles and responsibilities within the classroom and whole school context • manage information in a confidential manner • manage & prioritise workload 	
Personal qualities	<ul style="list-style-type: none"> • enjoyment of working with children • sensitivity and understanding, to help build good relationships with pupils • a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • commitment to maintaining confidentiality at all times • commitment to safeguarding pupils' wellbeing and equality • ability to remain calm under pressure • enthusiasm • patient & empathetic • a good sense of humour 	<ul style="list-style-type: none"> • additional skills and interests which would be of benefit to the school
Physical requirements	<ul style="list-style-type: none"> • good level of general health 	<ul style="list-style-type: none"> • ability to 'move and handle' young children and equipment as required under 'Moving & Handling' legislation
Special conditions	<ul style="list-style-type: none"> • occasional out of school hours working • enhanced DBS clearance • subject to satisfactory medical clearance • holidays must not be taken during term time • you may be asked to work at other schools within the MAT 	<ul style="list-style-type: none"> • a current full, driving licence and use of own car

VACANCY: INCLUSION LEARNING MENTOR BELMONT SCHOOL

Post Reference: ILM-BEL1

Grade: Grade 1 pt 1

Annual salary: £17,668

Contract: Fixed Term

Closing Date: 12noon on Friday 8th October 2021

Interview Date: To be confirmed

Belmont School is looking to appoint an Inclusion Learning Mentor to join their team from November.

The hours of work are:-

8.30am until 3.10pm on Mondays, Tuesdays & Fridays (30 minutes unpaid lunch)

8.30am until 3.10pm/3.45pm on alternate Wednesdays (30 minutes unpaid lunch)

8.30 am until 4.15pm on Thursdays (30 minutes unpaid lunch)

This is a fixed term post until 31st August 2022.

JOB DESCRIPTION

POST: Inclusion Learning Mentor
GRADE: Grade 6 pts 15 – 20
LOCATION: Belmont School

JOB PURPOSE

The Inclusion Learning Mentor will:

- in liaison with the Interventions Lead and pastoral team, develop a holistic approach to meeting the social, emotional and mental health needs of students enabling children to make excellent progress by working with teachers, improving relationships with others and allowing full access to the curriculum
- support individuals or groups of pupils who need additional support with Social Emotional and Mental Health needs
- provide additional flexible support to Teachers, Key Stage Leaders and SLT and support staff
- provide individual or group interventions or mentoring to improve behaviour, attendance and relationships
- promote pupils' independence, self-esteem, social inclusion and ability to recognise safeguarding risks and how to stay safe

MAIN DUTIES AND RESPONSIBILITIES

Support for Children

- to participate in the assessment of pupils who need extra help to overcome the barriers to learning (social, emotional and mental health)
- to draw up an action plans with the Interventions Lead and Key Stage Leaders for individual pupils who need additional support to access the curriculum
- to work in a variety of ways to support, motivate and challenge pupils and raise levels of positive behaviour including through support in class, 1:1 support, group activities and lunch and break duties
- to maintain regular contact with families/carers of pupils in need of extra support, to keep them informed of the child's needs and progress, and to secure positive family support and involvement
- to provide support to pupils who are transitioning to Belmont or having a difficult time with emotional regulation, friendships or school expectations

Support for Teachers

- to work closely with the KSL and Class Teachers to identify and implement individual mentoring plans for identified pupils
- to work with the KSL and Interventions Lead to analyse behaviour data to identify students, targets and goals
- to keep detailed monitoring and progress records
- to report on the implementation of all action plans/students daily reports to the KSL and Intervention Lead
- to share knowledge and provide guidance to other staff in relation to a range of activities and programmes of support which will meet the needs of pupils

Support for the School

- to work closely with and under the supervision of the Intervention Lead to support individuals and groups of children as directed and support with administrative duties such as the preparation of paperwork for meetings and reviews
- to provide cover in the event of short term absences
- to attend relevant courses and staff training
- to support the DSL and DDSL with aspects of safeguarding including information on the students or families that the post holder is working with
- to carry out other duties commensurate with the grade and nature of the post
- to assist in the planning and delivery of lunchtime activities for students (sports, board games club, music etc)

Whole-school organisation, strategy and development

- contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- make a positive contribution to the wider life and ethos of the school

Health and safety

- promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- look after children who are upset or have had accidents

Professional development

- help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- take part in the sharing of good practice during INSET activities or continued professional development events

Personal and professional conduct

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- respect individual differences and cultural diversity

The Inclusion Learning Mentor will be required to safeguard and promote the welfare of children and young people, and follow SAND/School policies and the staff code of conduct.

GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way

- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Interventions Lead

PRINCIPAL CONTACTS

Students, Key Belmont Staff Team, Interventions Lead, Parents & other professionals

SPECIAL CONDITIONS

- this post may involve working some flexible hours on a planned basis
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

PERSONAL SPECIFICATION

Inclusion Learning Mentor (Belmont)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • minimum Level 2 qualification in Maths and English 	<ul style="list-style-type: none"> • NVQ 2 or 3 for Teaching Assistants or equivalent qualification or experience • training in relevant learning strategies • minimum 2 years experience working with and/or caring for children in an SEN setting
Knowledge & skills	<ul style="list-style-type: none"> • ability to provide support for pupils, ensuring their safety and access to learning activities • promote good behaviour, and deal promptly with conflict and incidents • ability to undertake pupil record keeping as requested • excellent verbal communication skills • active listening skills • familiarity with relevant computer systems • willingness to undertake necessary training • ability to build effective working relationships • ability to relate well to pupils and staff • knowledge of guidance and requirements around safeguarding children • ability to manage information in a confidential manner • ability to work flexibly to meet deadlines and respond to unplanned situations • ability to work independently • ability to work as a team member 	<ul style="list-style-type: none"> • ability to utilise strategies to support pupils in achieving learning goals
Personal qualities	<ul style="list-style-type: none"> • work as part of a team appreciating and supporting the role of other people in the team • support the change process, remaining positive during times of change 	
Knowledge & values of the Trust		<ul style="list-style-type: none"> • demonstrate a commitment to the wider work of the Trust • ability to identify with the Trust's values & principles

Special conditions	<ul style="list-style-type: none"> • this post may involve working some flexible hours on a planned basis • this post is term time only including INSET days • the post-holder will be expected to take holidays when the school is not in session • occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance • the postholder must participate in the Trust's appraisal programme 	
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VACANCY: OPERATIONAL LEAD MILESTONE SCHOOL

Post Reference: OPL-MIL

Grade: Grade 7 pts 21-25

Annual salary: £22,991 - £23,575

Contract: Fixed Term

Closing Date: 12noon on Monday 11th October 2021

Interview Date: Wednesday 20th October, 2021

Milestone School is looking to appoint an Operational Lead to join their team.

The hours of work are:-

8.00am until 4.00pm on Mondays & Tuesdays (including 30 minutes unpaid lunch)

8.00am until 3.30pm on Wednesdays (including 30 minutes unpaid lunch)

8.30 am until 4.00pm on Thursdays & Fridays (including 30 minutes unpaid lunch)

This is a fixed term post until 31st August 2022.

JOB DESCRIPTION

POST: Operational Lead
GRADE: Grade 7 pts 21-25
LOCATION: Milestone School

JOB PURPOSE

To lead the operational elements of the school in all aspects of school administrative support and to prioritise the completion of work. This post requires a high level of communication and cooperation with all administration staff and stakeholders in the school, including with close liaison with SLT.

MAIN DUTIES AND RESPONSIBILITIES

Administration

- to be responsible for the whole school administrative function
- to provide strategic support to admin and SLT
- to lead and manage the administration team, including appraisals, performance management and continued training and development of the admin staff
- to manage systems and link processes that interact across the school to form complete systems
- to ensure safeguarding policies relating to visitors are upheld
- to oversee the school website in liaison with SLT, ensuring updates are made promptly and the website remains compliant
- to undertake administrative support for SLT as required, including HR contract changes
- to undertake responsibility for the school CCTV
- to assist with general reception and clerical duties when required
- to liaise with SLT to ensure all school communication documents are updated and distributed
- to oversee and support the roles within the admin team E.g. EHCPs, Exams, Data, Communication and census
- to work with the school apprentice coordinator to provide a working structure and support for Admin Apprentices
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team, attending relevant meetings as required
- to liaise with SLT to ensure all school policies are relevant and updated as required
- to update the school emergency plan
- to liaise with SAND and Local Authority as necessary

Health and Safety

- to act as the school's Health and Safety Co-ordinator and Fire Warden in liaison with the Site Manager/Compliance Lead

- to lead and coordinate the Health and Safety meetings with school staff and Local Advisory Body
- to ensure the Health & Safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- to promote and ensure the health and safety of all students/pupils, staff and visitors, (in accordance with appropriate Health and Safety legislation) at all times
- to ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, LAB and where appropriate the Health & Safety Executive
- in liaison with SLT, to ensure all school based risk assessments are reviewed and updated as necessary
- to maintain the Risk Assessment Register
- to liaise with the site team and cleaning staff and inform them of any points when needed

Premises

- to liaise with Site Manager/Compliance Lead in a regular basis to discuss all Premises related issues

Financial

- to liaise with Central Finance Team to raise/approve orders
- to administer the distribution of petty cash
- to ensure any cash handling is managed in line with financial requirements
- to actively pursue Best Value for resources and consumables
- to be responsible for the lettings process – maximising income through lettings and other activities

Other

- to be the point of contact for catering to ensure the service runs effectively and efficiently, including all queries relating to Free School Meals
- to be responsible for the transport of pupils to and from school – liaising with LA SEN transport team/SLT and parents to ensure the effective running of the pupil transport process

GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way

- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

QUALIFICATIONS/EXPERIENCE

Please refer to the Person Specification

SUPERVISORY RESPONSIBILITY

Admin Team

SUPERVISION RECEIVED

Headteacher

PRINCIPAL CONTACTS

Staff, pupils, visitors to the school and external stakeholders

SPECIAL CONDITIONS

- where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis (payable one month in arrears)
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description is not necessarily a comprehensive definition of the role, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required. The job description may be reviewed annually or earlier if necessary, and it may be subject to modification or amended after consultation with the post holder.

PERSON SPECIFICATION

Operational Lead (Milestone School)

Criteria	Essential	Desirable
Knowledge, skills & experience	<ul style="list-style-type: none"> • excellent Word Processing & Microsoft Office skills • a good standard of Maths & English • the ability to communicate at all levels with care and discretion (both face to face and by telephone) • the ability to prioritise work effectively • accurate & methodical working • the ability to work flexibly and cooperatively with a whole school approach • the ability to maintain confidentiality, particularly relating to staff and pupil information • experience of overseeing school and/or educational websites • experience of organising inter-agency meetings and minute taking 	<ul style="list-style-type: none"> • experience of working in education / Academies Trust • experience of administrative work in a school • understanding of schools processes • experience of working as part of an office team
Personal qualities	<ul style="list-style-type: none"> • a proactive approach to work • the ability to establish effective relationships with those working in the MAT • ability to build and form good relationships with colleagues 	<ul style="list-style-type: none"> • ability to relate positively to all pupils and colleagues
Knowledge & values of the Trust		<ul style="list-style-type: none"> • the ability to identify with the Trust's values & principles
Special conditions	<ul style="list-style-type: none"> • where additional cover is required, or overtime is worked by arrangement and agreement, hours worked in excess of the contracted time will be paid on a claim basis (payable one month in arrears) • this post is term time only including INSET days • the post-holder will be expected to take holidays when the school is not in session • occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance 	<ul style="list-style-type: none"> •

VACANCY: CASUAL LEARNING PARTNERS MILESTONE SCHOOL

Post Reference: CLP-MIL

Grade: Grade 4 pt 7

Hourly rate: £11.93

Contract: Casual/Supply

Closing Date: 12noon on Friday 15th October 2021

Interview Date: To be confirmed

The Milestone School are looking to appoint Casual Learning Partners to join their bank of supply staff. The successful applicants should have a passion for working with pupils who have special educational needs and disabilities, which include severe learning difficulties; physical difficulties; profound and multiple learning difficulties; severe autism and challenging behaviours. The main purpose of the Learning Partner is to support teaching and learning within classes.

Please note that the post of Casual Learning Partner is an agreement and not a contract. There is no obligation for the school to provide work, or for the postholder to be available for work. Supply staff are usually contacted by text from 7.15am to check if available to cover staff absences that day. If booked, Casual Learning Partners will be required to work between the hours of 9.15am and 3.15pm term time only, and will be able to claim a maximum daily total of 5.5 hours per day (staff receive a 30 minute unpaid lunch break).

Supply staff are required to always bring in swimming kit and must be prepared to assist pupils in the swimming pool.

Salary is paid one month in arrears. It is the responsibility of the postholder to record the hours/days worked and to submit an authorised claim form to SAND HR Department on the last working day of each month.

The posts are ongoing and subject to satisfactory pre-employment checks.

JOB DESCRIPTION

POST: Casual Learning Partner (Special Schools)
GRADE: Grade 4 pt 7 (enhanced rate which includes working time directive)
LOCATION: Special Schools

JOB PURPOSE

To support teaching staff with their responsibility for the development and education of pupils, some of whom may have a wide range of special needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of individuals or groups of pupils
- supervise the activities of individuals or groups of pupils
- ensure pupils' safety
- undertake activities necessary to meet the physical and emotional needs of individuals and groups of pupils, including supporting pupils in the swimming pool
- report all safeguarding concerns promptly to a line manager, designated safeguarding officer or lead
- perform specialised procedures associated with a child's particular needs (following any necessary specific training), for example: personal & intimate care; administration of medication (oral, rectal); care for a child during a medical crisis (such as seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by the class lead
- assist with general laundry duties
- participate in trips out of school (where qualified to drive the school minibus if required)
- help keep classrooms, associated areas and the school clean and tidy

GENERAL

- attend training sessions provided by the school
- participate in whole school and department events
- undertake training as required
- report any Safeguarding issues to one of the school's Safeguarding Officers
- report any Health and Safety issues or concerns to the Head of Department
- undertake other responsibilities specific to the post
- maintain confidentiality and discretion regarding sensitive information and to ensure that complex queries or issues are conveyed accurately to senior members of staff
- represent the school at all times in a professional, positive and helpful way
- be conversant with relevant IT and software, and keep up to date with developments in IT
- undertake training where this is appropriate
- contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- be compliant with GDPR
- to ensure that all health & safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others

- to report any health and safety issues to the Site Manager

QUALIFICATIONS

No specific qualifications are required but previous Learning Partner experience in an SEN setting is preferred

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Teacher/Senior Learning Partner/Head of Department/Deputy Headteacher/Headteacher

PRINCIPAL CONTACTS

Supply Co-ordinator, Pupils, Parents, Teachers, Senior Learning Partners, Head of Department, Deputy Headteacher/Principal, Headteacher/Principal and other professional groups

SPECIAL CONDITIONS

The post of a Casual Learning Partner is an agreement and not a contract. There is no obligation for the school to provide work, or for the postholder to be available for work. If booked, Casual Learning Partners will be required to work between the hours of 9.15am and 3.15pm term time only, and will be able to claim a maximum daily total of 5.5 hours per day (staff receive a 30 minute unpaid lunch break).

Supply staff are required to always bring in swimming kit and must be prepared to assist pupils in the swimming pool.

Supply staff are usually contacted by text from 7.15am to check if available to cover staff absences that day.

Salary is paid one month in arrears. It is the responsibility of the postholder to record the hours/days worked and to submit an authorised claim form to SAND HR Department on the last working day of each month.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake other tasks appropriate to the level of appointment as the Senior Leadership Team may require. It may be reviewed annually, or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

PERSONAL SPECIFICATION

Casual Learning Partner (Special Schools)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> experience of working with children experience of supporting teaching and learning (under supervision) 	<ul style="list-style-type: none"> experience of working with pupils with special educational needs (including both Severe and Profound and Multiple Learning Difficulties) current First Aid qualification current Manual Handling certificate current Team Teach certificate current Food Handling & Hygiene qualification current MiDAS certificate NNEB, CACHE Diploma in Nursery Nursing or BTEC Level 3 Childcare Social Work (where the qualification is regarded as directly relevant to the needs of the job) Physio & Speech Therapy (where the qualification is regarded as directly relevant to the needs of the job) Health and Social Care (where the qualification is regarded as directly relevant to the needs of the job) <p>Other relevant qualifications, at a similar level to the above, may be considered</p>
Knowledge & skills	<ul style="list-style-type: none"> good literacy and numeracy skills effective use of ICT for professional purposes including digital photography, internet and word processing excellent verbal communication skills active listening skills ability to build effective working relationships with pupils and adults skills and expertise in understanding the needs of all pupils knowledge of how to help adapt and deliver support to meet individual pupil needs ability to remain calm in stressful situations 	<ul style="list-style-type: none"> Total Communication basic knowledge of policies and procedures relating to safeguarding children, health, safety, security & equal opportunities effective use of ICT for educational purposes including interactive whiteboards, iPads and early years software an interest in continual professional development

	<ul style="list-style-type: none"> • ability to recognise and deal with stress appropriately • knowledge of guidance and requirements around safeguarding children • understanding of roles and responsibilities within the classroom and whole school context • manage information in a confidential manner • manage & prioritise workload 	
Personal qualities	<ul style="list-style-type: none"> • enjoyment of working with children • sensitivity and understanding, to help build good relationships with pupils • a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • commitment to maintaining confidentiality at all times • commitment to safeguarding pupils' wellbeing and equality • ability to remain calm under pressure • enthusiasm • patient & empathetic • a good sense of humour 	<ul style="list-style-type: none"> • additional skills and interests which would be of benefit to the school
Physical requirements	<ul style="list-style-type: none"> • good level of general health 	<ul style="list-style-type: none"> • ability to 'move and handle' young children and equipment as required under 'Moving & Handling' legislation
Knowledge & skills of the Trust	<ul style="list-style-type: none"> • demonstrate a commitment to the wider work of the Trust 	<ul style="list-style-type: none"> • ability to identify with the Trust's values & principles
Special conditions	<ul style="list-style-type: none"> • casual staff are required to always bring in swimming kit and must be prepared to assist pupils in the swimming pool • casual staff are usually contacted by text from 7.15am to check availability to cover staff absences. • salary is paid one month in arrears and it is the responsibility of the postholder to record the hours/days worked and to submit an authorised claim form to SAND HR Department on the last working day of each month 	<ul style="list-style-type: none"> • a current full, driving licence and use of own car

	<ul style="list-style-type: none"> • enhanced DBS clearance • subject to satisfactory medical and pre-employment checks including Right to Work in the UK • this post is an agreement and not a contract. There is no obligation for the school to provide work, or for the postholder to be available for work. If booked, Casual Learning Partners will be required to work between the hours of 9.15am and 3.15pm term time only, and will be able to claim a maximum daily total of 5.5 hours per day (staff receive a 30 minute unpaid lunch break). 	
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VACANCY: LEARNING PARTNER (LP6) MILESTONE SCHOOL

Post Reference: LP6MIL1

Grade: Grade 6 pts 15 - 20

Annual salary: £17,668 - £19,507

Contract: Fixed Term until 31st August 2022

Closing Date: 12noon on Friday 15th October 2021

Interview Date: Friday 22nd October, 2021

The Milestone School are looking to appoint a fixed term Learning Partner (LP6) to join our dedicated and friendly team to provide cover across the school. The successful applicant should have a passion for working with pupils who have special educational needs and disabilities, which include severe learning difficulties; physical difficulties; profound and multiple learning difficulties; severe autism and challenging behaviours. The main purpose of the Learning Partner is to support teaching and learning within classes.

The post is part time, working 32.5 hours per week (Monday to Friday), from 8.45am until 3.45pm (with 30 minutes unpaid lunch).

This post is term time only (including INSET days) and staff are expected to take all holidays when the school is not in session.

The post is fixed term until 31st August 2022 and subject to satisfactory pre-employment checks and the successful completion of a 6-month probation period.

JOB DESCRIPTION

POST: Learning Partner (LP6)
GRADE: Grade 6 pts 15 – 20
LOCATION: Special Schools

SAND Academies Trust Special Schools cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

JOB PURPOSE

To support teaching staff with their responsibility for the development and education of pupils, some of whom may have a wide range of special needs.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the classroom teacher or designated supervisor to:

- actively engage in the pre-determined educational activities and work programmes
- assist in personal and individual development of individuals or groups of pupils
- supervise the activities of individuals or groups of pupils
- ensure pupils' safety
- support the class teaching in managing challenging behaviour in line with the school's Behaviour policy
- undertake activities necessary to meet the physical and emotional needs of individuals and groups of pupils, including supporting pupils in the swimming pool
- report all safeguarding concerns promptly to a line manager, designated safeguarding officer or lead
- perform specialised procedures associated with a child's particular needs (following any necessary specific training), for example: personal & intimate care; administration of medication (oral, rectal); care for a child during a medical crisis (such as seizure or diabetic coma); facilitate mobility
- assist with preparing classroom resources as reasonably requested by the class lead
- assist with general laundry duties
- participate in trips out of school (where qualified to drive the school minibus if required)
- help keep classrooms, associated areas and the school clean and tidy
- attend training sessions provided by the school
- support the class teacher with parental/family communication (diaries, phone calls, parents' evening)
- setting up a going out file/useful forms folder/additional folders dependent on class
- support the class teacher with class trips (book lunches/collate money for trips/help organise the day)
- attend department and class meetings/briefings when required
- support the class teacher in completing the lunch register and, in their absence, the class register
- lead the class when the class teacher is in a meeting
- (optional) lead the class when the class teacher is absent from work. If you choose to lead, you may claim an additional payment for either half or a whole day

GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Teacher/Senior Learning Partner/Head of Department/Deputy Headteacher/Principal, Headteacher/Principal

PRINCIPAL CONTACTS

Pupils, Parents, Teachers, Senior Learning Partners, Head of Department, Deputy Headteacher/Principal, Headteacher/Principal and other professional groups

SPECIAL CONDITIONS

- this post may involve working some flexible hours on a planned basis
- this post is term time only including INSET days
- the post-holder will be expected to take holidays when the school is not in session
- occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSONAL SPECIFICATION
Learning Partner (LP6) Special Schools

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> • Level 3 and above of the following qualifications:- • Teaching Assistant • Childcare • Learning Support • Teaching • NNEB, CACHE Diploma in Nursery Nursing or BTEC • Social Work (where the qualification is regarded as directly relevant to the needs of the job) • Physio & Speech Therapy (where the qualification is regarded as directly relevant to the needs of the job) • Health and Social Care (where the qualification is regarded as directly relevant to the needs of the job) • other relevant qualifications, at a similar level to the above, may be considered • experience of working with children • experience of supporting teaching and learning (under supervision) 	<ul style="list-style-type: none"> • a willingness to work towards and pass (during the 6 month probation period) a qualification not held • experience of working with pupils with special educational needs (including both Severe and Profound and Multiple Learning Difficulties)
Knowledge & skills	<ul style="list-style-type: none"> • ability to lead a team • good literacy and numeracy skills • effective use of ICT for professional purposes including digital photography, internet and word processing • excellent verbal communication skills • active listening skills • ability to build effective working relationships with pupils and adults • skills and expertise in understanding the needs of all pupils • knowledge of how to help adapt and deliver support to meet individual pupil needs • subject & curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils • ability to remain calm in stressful situations 	<ul style="list-style-type: none"> • Total Communication • basic knowledge of policies and procedures relating to safeguarding children, health, safety, security & equal opportunities • effective use of ICT for educational purposes including interactive whiteboards, iPads and early years software • an interest in continual professional development

	<ul style="list-style-type: none"> • ability to recognise and deal with stress appropriately • knowledge of guidance and requirements around safeguarding children • understanding of roles and responsibilities within the classroom and whole school context • manage information in a confidential manner • manage & prioritise workload 	
Personal qualities	<ul style="list-style-type: none"> • enjoyment of working with children • sensitivity and understanding, to help build good relationships with pupils • a commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school • commitment to maintaining confidentiality at all times • commitment to safeguarding pupils' wellbeing and equality • ability to remain calm under pressure • enthusiasm • patient & empathetic • a good sense of humour 	<ul style="list-style-type: none"> • additional skills and interests which would be of benefit to the school
Physical requirements	<ul style="list-style-type: none"> • good level of general health 	<ul style="list-style-type: none"> • ability to 'move and handle' young children and equipment as required under 'Moving & Handling' legislation
Special conditions	<ul style="list-style-type: none"> • this post may involve working some flexible hours on a planned basis • this post is term time only including INSET days • the post-holder will be expected to take holidays when the school is not in session • occasionally the post-holder may be asked to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance 	<ul style="list-style-type: none"> • a current full, driving licence and use of own car

VACANCY: C&I TEACHER WILLOW PRIMARY ACADEMY
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Post Reference: CI-TE-WIL

Grade: TMS/UPS + SEN1 Allowance

Annual salary: Dependent on grade

Contract: Permanent

Closing Date: 12noon on Friday 15th October 2021

Interview Date: Friday 22nd October, 2021

Willow Primary Academy would like to appoint a Teacher for the C & I Centre. This is an exciting opportunity for a skilled professional to join the existing team. Numbers at the centre are due to be increased from 20 to 30 as of January 2022. The Trust specialists in Communication & Interaction and ASD are supporting this change. Training will be provided as necessary for the successful candidate.

This is a permanent post subject to satisfactory pre-employment checks.

JOB DESCRIPTION

POST: Teacher
GRADE: TMS/UPS + SEN 1 Allowance
LOCATION: Special Schools

SAND Academies Trust Special Schools cater for children of all ages with a wide range of special needs, and it is expected that all staff will interact appropriately and sensitively with pupils and colleagues.

JOB PURPOSE

To teach children with special educational needs.

As a class teacher, to undertake related pastoral and administrative duties.

To understand and incorporate all areas of pupils Education, Health and Care Plans (EHCP) in day to day provision.

MAIN DUTIES AND RESPONSIBILITIES

- to be responsible for the welfare, safety and discipline of a class of children within the appropriate department
- to liaise with the Head of Department
- to undertake a teaching timetable as required
- to appropriately deploy staff allocated to a classroom (i.e. LP's, students, etc)
- to liaise effectively with parents, including home-school books (where appropriate)
- to deliver accredited courses (where appropriate)
- to prepare pupils for external assignments/exams (where appropriate)
- to collate and present work for moderation/assessment
- to participate in whole school and department events
- to report any Safeguarding issues to one of the school's Safeguarding Officers
- to report any Health and Safety issues or concerns to the Head of Department
- to undertake other responsibilities specific to the post

GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

QUALIFICATIONS/EXPERIENCE

QTS

PRINCIPAL CONTACTS

Pupils, Parents, Headteacher, other Teachers and LP's, other professional groups.

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

SLT/Headteacher

SPECIAL CONDITIONS

Occasionally the post-holder may be required to cover at other schools within the MAT, in which case they will be reimbursed for mileage according to MAT guidance.

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description outlines duties and responsibilities. It does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use directed time appropriately, and have regard to clause 36 (1) of a Teacher's Conditions of Employment.

The job description is not necessarily a comprehensive definition of the post and the teacher may be required to undertake other tasks appropriate to the level of appointment as the Senior Leadership Team may require. It may be reviewed annually, or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.

PERSON SPECIFICATION

Teacher (Special Schools)

Criteria	Essential	Desirable
Qualifications & experience	<ul style="list-style-type: none"> QTS (including NQTs/ECTs*) recent and relevant training experience of the education of children with SEN 	<ul style="list-style-type: none"> additional qualifications in the area of SEN ICT skills, and experience in supporting special needs access to the curriculum experience of working as part of a multi-agency team
Knowledge & skills	<ul style="list-style-type: none"> effective communicator ability to see the 'whole' child, including Communication, Language & Interaction, Cognition & Learning, Self Help & Independence, Sensory & Physical and Social, Emotional & Mental Health needs, and to devise ways of ensuring this approach is embedded in classroom practice ability to appropriately deploy staff allocated to classrooms i.e. Learning Partners commitment to the education of pupils with a wide range of learning and associated difficulties, within the special school environment ability to effectively deploy and liaise with classroom staff safe working practice that protects children and adults who work with them 	<ul style="list-style-type: none"> knowledge of Positive behaviour management and strategies good organisational skills
Personal qualities	<ul style="list-style-type: none"> able to maintain confidentiality in all circumstances ability to build and form good relationships with colleagues 	
Knowledge & values of the Trust	<ul style="list-style-type: none"> commitment to working in partnership with staff, pupils, parents, governors and other professionals commitment to the wider work of the Trust 	<ul style="list-style-type: none"> ability to identify with the Trust's values & principles
Special conditions	<ul style="list-style-type: none"> you may be asked to work at other schools within the MAT 	

* except school's rated Grade 4 by Ofsted at their last inspection

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VACANCY: PREMISES ASSISTANT WILLOW PRIMARY ACADEMY

Post Reference: CI-TE-WIL

Grade: Grade 5 PTS 11 - 14

Annual salary: £21,748 - £23,080

Contract: Permanent

Closing Date: 12noon on Friday 15th October 2021

Interview Date: Monday 1st November, 2021

Willow Primary Academy are looking to appoint a Premises Assistant to carry out a range of premises duties which contribute to the compliance, maintenance, repairs and security of the school facilities. The successful applicant will be based at Willow but will also be required to work across all sites within the Trust, therefore, a full, clean driving licence is essential to this role.

The core hours are 10am until 6pm, however, an element of flexibility may be required. Please note that there will be a 30 minute later start, or a 30 minute earlier finish one day a week to ensure that the hours worked do not exceed 37 per week.

The post is permanent subject to satisfactory pre-employment checks and the successful completion of a 6-month probation period.

JOB DESCRIPTION

POST: Premises Assistant
GRADE: Grade 5 pts 11 - 14
LOCATION: Based at Willow Primary Academy but with flexibility to work across all sites within SAND Academies Trust

Willow Primary Academy is a one form entry mainstream primary school with an attached Communication and Interaction Centre based in Evenlode Road, Tuffley, Gloucester, GL4 0JY.

Due to the requirement to travel between site locations, a full, clean driving licence is essential.

Core hours are 10am until 6pm, however, an element of flexibility may be required.

JOB PURPOSE

To carry out a range of premises duties which contribute to the compliance, maintenance, repair and security of the school facilities.

MAIN DUTIES AND RESPONSIBILITIES

Please note that there will be a 30 minute later start, or a 30 minute earlier finish one day a week to ensure that the hours worked do not exceed 37 per week.

Duties include general premises tasks; maintenance, repairs, urgent cleaning and grounds maintenance including:-

- ensure the school meets all required compliance through regular checking and recording
- the maintenance of the swimming pool. This is an essential part of the role and training will be provided
- maintaining security
- responding to fire & safety alarms
- dealing with contractors
- liaising with cleaning staff
- available to participate in Health and Safety auditing
- locking and unlocking premises on the shift basis
- responding to emergencies when required
- undertaking maintenance and cleaning tasks

- assisting with the day to day routine of Premises Management
- the general upkeep and provision of resources
- setting out and putting away furniture required for assemblies and other events
- removing damaged, broken or unwanted items
- emptying litter bins and removing litter, weeds and leaves from paths
- replacing light bulbs and tubes when necessary
- setting security alarm systems and carry out security checks

GENERAL

- to maintain confidentiality and discretion regarding sensitive information
- to comply with all necessary policies and procedures relating to child protection, equality and diversity, health, safety and security and reporting all concerns to the appropriate person
- to represent the school at all times in a professional, positive and helpful way
- to be conversant with relevant IT and software, and keep up to date with developments in IT
- to participate in the school's appraisal programme
- to undertake training where this is appropriate
- to contribute pro-actively to meetings and discussions as required, and to participate in the whole school team
- to be compliant with GDPR
- to ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger yourself or others
- to report any health and safety issues to the Site Manager

SUPERVISORY RESPONSIBILITY

None

SUPERVISION RECEIVED

Estates Lead

PRINCIPAL CONTACTS

Estates Lead, Site Team, whole school staff, pupils, parents & visiting professionals

SPECIAL CONDITIONS

- this post is all year round and operates on a flexible shift pattern
- the post-holder may be required to support other Site Teams at schools within the MAT

- a full, clean driving licence is essential for this role as travel between sites is required

EQUAL OPPORTUNITIES

The postholder is required to assist in the implementation of SAND Academies Trust equal opportunity objectives and the school's Equal Opportunities Policy.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSONAL SPECIFICATION PREMISES ASSISTANT

Criteria	Essential	Desirable
Qualifications, skills & experience	<ul style="list-style-type: none"> ability to work independently ability to work as a team member ability to prioritise work demands ability to relate well to pupils and staff ability to carry out repairs and general maintenance to a high standard to undertake compliance checks to undertake grounds maintenance 	<ul style="list-style-type: none"> relevant experience in at least one area of the job description
Personal qualities	<ul style="list-style-type: none"> commitment to maintaining confidentiality at all times commitment to safeguarding pupils' wellbeing and equality ability to remain calm under pressure enthusiasm patient & empathetic a good sense of humour 	<ul style="list-style-type: none"> an interest in the work of each school and its pupils additional skills and interests which would be of benefit to the school
Physical requirements	<ul style="list-style-type: none"> good level of general health and the physical ability to deal with work demands e.g. moving loads, handling machinery etc 	
Knowledge & skills of the Trust	<ul style="list-style-type: none"> demonstrate a commitment to the wider work of the Trust 	<ul style="list-style-type: none"> ability to identify with the Trust's values & principles
Special conditions	<ul style="list-style-type: none"> this post is all year round and operates on a flexible shift pattern the post-holder may be required to support other Site Teams at schools within the MAT a full, clean driving licence is essential for this role as travel between sites is required 	

HOW TO APPLY

Please note that SAND Academies Trust will only accept applications that have been submitted using a SANDMAT Application Form which can be downloaded from www.sandmat.uk. All Application Forms must be completed in full and applicants should directly address the skills and experience outlined in the Person Specification.

Completed forms should be emailed to applications@sandmat.uk quoting the Post Reference number in the email subject header. Please note that we do not accept CVs or applications that arrive after the closing date.

Applicants will only be contacted if selected for an interview. Therefore, applicants who have not heard of the progress of their application within 2 weeks of the closing date should assume that they have not been successful with their application on this occasion.

Due to the volume of applicants for each post, SAND Academies Trust are unable to hold applications on file. Please check the SAND and individual school's websites regularly for details of new vacancies.

All posts are subject to satisfactory pre-employment checks and the successful completion of a 6 month probation period.

SAFER RECRUITMENT IN EDUCATION

SAND Academies Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The aims of our Safer Recruitment procedures are to help deter, reject or identify people who are not suitable to work with children.

Information for Applicants

This pack includes:

- details of current vacancies

- a Job Description outlining the duties of the post, including safeguarding responsibilities
- a Person Specification which will include a specific reference to suitability to work with children
- a SANDMAT Application Form is available to download separately. All applicants are required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history)

Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:-

- the referee's relationship with the candidate
- details of the applicant's current post
- performance history and conduct
- if there has been any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired
- details of any substantiated allegations or concerns relating to the safety and welfare of children
- whether the referee has any reservations as to the candidate's suitability to work with children. If so the Trust will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

Interviews

At least one member of each interview will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Pre-Employment Checks

All staff will require pre-employment checks which include an enhanced DBS, satisfactory Health clearance and evidence of Right to Work in the UK. Applicants who have lived or worked overseas within the last 10 years must provide an equivalent DBS certificate or Police clearance from the country that they resided or worked in. Prohibition checks will also be completed if necessary.

Battledown Centre for Children & Families

Help and encourage each of our unique pupils to be “the best that they can be”

Harp Hill, Cheltenham, GL52 6PZ

01242 525472

www.battledown.org.uk

Belmont School

To always be the best we can be...

Warden Hill Road, Warden Hill, Cheltenham, GL51 3AT

01242 216180

www.belmont.gloucs.sch.uk

Paternoster School

Learning together

Watermoor Road, Cirencester, GL7 1JR

01285 652480

www.paternosterschool.co.uk

The Milestone School

Removing obstacles and enabling access to learning

Longford Lane, Gloucester, GL2 9EU

01452 874000

www.themilestoneschool.co.uk

Willow Primary Academy

Taking P.R.I.D.E in all we do

Evenlode Road, Tuffley, Gloucester, GL4 0JY

01452 526442

www.tuffleyprimary.co.uk