



Yate Academy



**YATE ACADEMY**

**RECRUITMENT PACK**



Proud to be part of the

**GREENSHAW**  
LEARNING TRUST

Yate Academy,  
Sundridge Park  
Yate  
BS37 4DX



Telephone: 01454 333560

Email: [info@yateacademy.co.uk](mailto:info@yateacademy.co.uk)

Dear Candidate

Thank you for your interest in the role of Early Help Coordinator at Yate Academy.

We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character. At Yate Academy we firmly believe in disruption free learning and in fostering an environment where all children are able to learn and all teachers are able to teach. We believe our students deserve the highest expectations and high quality teaching is central to everything we do. As such all staff have dedicated intellectual preparation time as part of their allocated contact time. This deliberately facilitates the sharing of knowledge, best practice and planning.

We also understand the pressures on school staff and the lack of flexible working options in many schools compared to other industries. The academy is currently undergoing a trial year in which every member of staff is allocated one afternoon every two weeks (pro rata) as flexible working time. If you are a diligent professional with high standards who values exceptional student behaviour and a workplace which truly prioritises learning, we want to hear from you.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Yate Academy is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Kariann Pickford:

KPickford@yateacademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Eddie Rakshi, Headteacher

## **ABOUT OUR SCHOOL**

At Yate Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Yate Academy a better chance of success than if they attended any other school in the country.

Leadership, resilience & citizenship run through all aspects of school life.

### **Leadership**

We set a high standard, we set the standards for others. We lead by example; we lead the way.

### **Resilience**

We work hard. We never give up , we keep going and never give up.

### **Citizenship**

We are kind, polite and honest. We make a positive impact on others. We make a positive contribution to our school community.

# TERMS AND CONDITIONS

## CONTRACT

Permanent

## SALARY

Salary will be calculated in line with NJC pay scale, Grade 9 points 12 to 19

£28,598 - £32,061 per annum (pro rata) actual salary will be £24,662 - £27,765

## HOURS OF WORK

36 hours per week Term time only, plus all INSET days

08.15 - 17.00 Monday

08.15 - 16.00 Tuesday - Friday

## PLACE OF WORK

Yate Academy, Sundridge Park, Yate, BS37 4DX.

## PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme.

Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

## HOLIDAY ENTITLEMENT

The postholder will be paid an enhancement for holiday pay, which is included in the salary details above.

## PROBATION PERIOD

New employees are required to complete a six-month probationary period.

## STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

# JOB DESCRIPTION

<b>Post:</b>	Early Help Coordinator
<b>Responsible to:</b>	Deputy Headteacher
<b>Responsible for:</b>	Mentors

## ROLE OVERVIEW

To coordinate and lead small group workshops to identified students designed to build confidence and resilience so that students are able to manage and resolve students' engagement with school. This person will work with some of our most vulnerable students and will support them to engage with the full life and expectations of the school.

## MAIN DUTIES AND RESPONSIBILITIES

- To coordinate and lead 'Early Help' workshops and intervention sessions to selected students on the following:
  - Social Skills Programme
  - Anti – bullying
  - Female/Male Hygiene
  - Resilience
  - Attendance/EBSA
- Prepare the appropriate paperwork for these groups and ensure all appropriate information and communications are disseminated to appropriate staff.
- Have sufficient understanding of early help and intervention strategies to support the development, learning and progress of students.
- Contribute to maintaining, analysing and interpreting relevant student data using CPOMS and Bromcom to inform your practice
- Contribute to, and prepare paperwork for reviews as appropriate and reflect on the impact of the programmes.
- To use appropriate systems for recording the progress of students behaviour plans with my concern and sims.
- To provide data and information to inform Annual and Transition Review paperwork, Early Help Contracts, Student Profile documentation and Academic Reporting.
- To liaise with parents/carers as appropriate and professionals (e.g. Educational Psychologist) as required.
- Negotiating with parents and contact with relevant outside agencies as appropriate in order to best support vulnerable students.
- Support the DSL with the monitoring and tracking of all vulnerable students, including CP students.
- Support the DSL to maintain the TAC/CP database, chronologies and student files
- Liaise with Hospital education service
- To undertake other specific duties if required as part of individual job requirements.
- Undertake other duties, which may from time to time be reasonably assigned by the Headteacher and members of the Senior Leadership Team, which are commensurate with the post.

- To promote and reinforce whole school policies, practices and procedures, child protection and health and safety responsibilities.
- Coordinating Early Help paperwork.
- Coordinating and support with mentoring programme
- Coordination and support of Rebuild and Rebuild/Refocus.
- Coordinating and supporting study support.
- To be qualified as a first aider.

#### **General**

- To participate in school initiatives where every person is expected to contribute to the learner's progress.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties may be reasonably allocated by your line manager or Headteacher.
- There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

### **SAFEGUARDING**

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

# PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
<b>Qualifications and training</b>		
At least five GCSE's or equivalent which must include at least a C grade in Maths and English.	x	
Evidence of personal commitment to CPD.	x	
Child Protection L3 or willingness to obtain	x	
A Degree		x
A First Aid certificate, or willingness to train as a first aider.	x	
Qualified in one or more therapeutic approaches		x
<b>Skills and experience</b>		
Experience of supporting vulnerable children and awareness of relevant legislation.		x
Experience of working with children in a school environment.		x
Experience of coaching or mentoring.	x	
Experiencing leading small group sessions	x	
Knowledge of strategies to inspire and improve outcomes for students.	x	
<b>Personal attributes</b>		
An ability to establish good working relationships with a wide range of people including students and colleagues.	x	
Able to demonstrate empathy; to be supportive, patient and caring and be able to manage potentially volatile situations.	x	
High levels of professional integrity.	x	
Ability to work under pressure and remain positive, enthusiastic and resilient.	x	
Demonstrable ability to plan, prioritise and deliver to tight deadlines.	x	
Commitment to working within the School's Safeguarding Policy & Procedures.	x	

# THE RECRUITMENT PROCESS

## APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59pm on 16th November 2025. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

## INTERVIEW PROCESS

Interviews will be held on Thursday 20th October 2025. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

## TAKING UP POST

The successful applicant will take up the post on 5th January 2025



**GREENSHAW**  
LEARNING TRUST



ORU Sutton,  
7 Throwley Way,  
Sutton SM1 4AF



020 3988 0218



[info@greenshawlearningtrust.co.uk](mailto:info@greenshawlearningtrust.co.uk)



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