



EXTERNAL

Post: Educational Support Assistant

Hours of Work: Permanent, Full Time (37 Hours per week), Term Time Only

Salary: Grade 7, Points 12-19 £27,711 - £31,067 (FTE)

The Trust is seeking to appoint a self-motivated and committed Education Support Assistant to join the Archway Learning Trust. The role would be ideal for anyone who is considering a role within education and who would like to gain more experience. It would be an ideal platform to apply for Teaching Assistant or Year Leader roles or to consider Teacher Training in the future.

The successful candidate will need to be flexible as their daily tasks will be varied and could change with very little notice! On some days, the candidate will be deployed as a Cover Supervisor, covering both planned and unforeseen absences of teaching and educational support staff. They will also support the Pastoral Team, running the Independent Learning Unit for students if their behaviour falls short of our high expectations. This includes elements of Behaviour Mentoring and implementing interventions. They may also spend part of their day in the Library, supervising lunch or homework clubs for our most vulnerable students. There will also be lots of opportunities to support the school's enrichment provision including the Duke of Edinburgh Award so an interest in outdoor education would be valued but is not essential.

We would be delighted to hear from enthusiastic and committed colleagues looking for the opportunity to help shape the learning experiences of our students in order to meet and beat their potential. The most important attributes we are looking for are a can-do attitude and the desire to be part of a team.

Collaboration and CPL are of high importance within the Trust therefore a robust programme of CPL will be provided to enable our staff to reach their potential. Our current Education Support Assistant has had a fantastic first year in education and will be on hand to help with the induction process.

The successful candidate will be committed to the students and academy life and will possess the ability to communicate effectively and be able to raise the standards of learning for all of the students with whom they are required to work.

The growth and development of our Multi-Academy Trust makes this an excellent opportunity to join us, as we seek to serve a growing number of young people across the region.

In return we can offer:

- Archway benefits to include shopping discounts and competitions
- A free and confidential employee assistance programme offering counselling and advice
- Access to a generous pension scheme
- Access to discounted travel schemes
- Cycle to work scheme
- Comprehensive training and support
- Opportunities to develop new skills and progress your career
- Eye care voucher scheme
- Free flu vaccine
- Access to e-learning and development

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to the satisfactory

completion of an enhanced DBS check, Barred List check, the receipt of satisfactory references, online searches and any other statutory checks that are required for the post. We are an equal opportunities employer.

For more information about Archway Learning Trust and the vacancy, please visit www.archwaytrust.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9am, 14th July 2025