

BLUECOAT TRENT ACADEMY

CLOSING DATE: 28TH MARCH 2025

JOB DETAILS: TERM TIME ONLY

SALARY: £22,006 – £23,835 (GRADE 7)



EDUCATION SUPPORT ASSISTANT



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EMPOWERING THE FUTURE OF LEARNING!

WELCOME TO BLUECOAT TRENT ACADEMY

We are a Nottingham City Free School with passion and dedication shining down every newly built hall-way. We have fantastic opportunities for you to imprint the founding footsteps into our brand-new specialist classrooms, Maths labs, and DT workshops that give you a magnificent learning environment to excite and inspire our local community.

WHAT MAKES US UNIQUE?

Our **Passion** for Education We believe in the transformative power of education and are dedicated to inspiring our students to achieve their full potential.

Our curriculum convergence is designed to be engaging, challenging, and enhance critical thinking, saving time on planning, but continually encouraging innovation and visionary teaching methods.

We want to challenge ourselves and keep inspiring those children we care so deeply about.

Inclusivity is at the heart of everything we do.

We celebrate diversity and strive to create a welcoming environment where everyone feels valued and respected.

Our comprehensive support systems ensure that all students, regardless of their background or abilities, receive the guidance and resources they need to succeed.

We are committed to promoting equality and challenging discrimination in all its forms.

Our **Leadership Team** is dedicated to fostering a supportive and inspiring environment.

Led by our Principal, Claire McManus, who believes in the transformational power of education, we are committed to ensuring that every member of our community feels empowered and motivated.

Our leaders are approachable, visionary, and dedicated to continuous improvement, ensuring that Bluecoat Trent Academy remains a place where innovation and excellence thrive.



CASE STUDY

HERE WE MEET WITH 2 OF OUR STAFF MEMBERS WHO HAVE HAD EXCEPTIONAL JOURNEYS WITH BLUECOAT TRENT ACADEMY

YEAR LEADER VEQAS IQBAL

Veqas joined Bluecoat Trent as a Behaviour TA Level 2 with career aspirations to become a Year Leader.

"It's always been my passion as I have a duty of care for kids, getting the best out of them when they're here, everyone that comes through that gate comes from a different background, a different story",

He was given opportunity to shadow and through his hard work he was promoted to Year Leader in June 2024. "My job is to build up positive relationships with both the students and parents. It comes with it's challenges but I absolutely love it. I've had support from the Academy, the Trust, SLT and the Principal. I've seen first hand the impact we have."



BEHAVIOUR & INCLUSION LEAD KYLE DIXON

Kyle started his Archway journey as a student here, leaving to become a professional footballer until an injury brought him back to us.

From Bluecoat Wollaton as Cover Supervisor, then Bluecoat Aspley as Student Support Lead and Manager, he jumped at the chance to work with Claire McManus again, as Bluecoat Trent's Behaviour and Inclusion Lead.

"Claire is very open in terms of saying, you tell me the issues, we'll try and work it out. We'll speak about it in SLT, and then we'll come up with a solution. When it comes to thinking, do I enjoy my job? Do I want to go into today because I'm a bit tired? You do push on, because you think about someone that's like that, you want to work harder for them."



CAREER PATHWAYS

EDUCATION

SUPPORT

ASSISTANT

LEVEL 2 TEACHING
ASSISTANT

ACADEMIC
COACH

STUDENT SUPPORT
MENTOR

BEHAVIOUR
SENCO

UNQUALIFIED
TEACHER

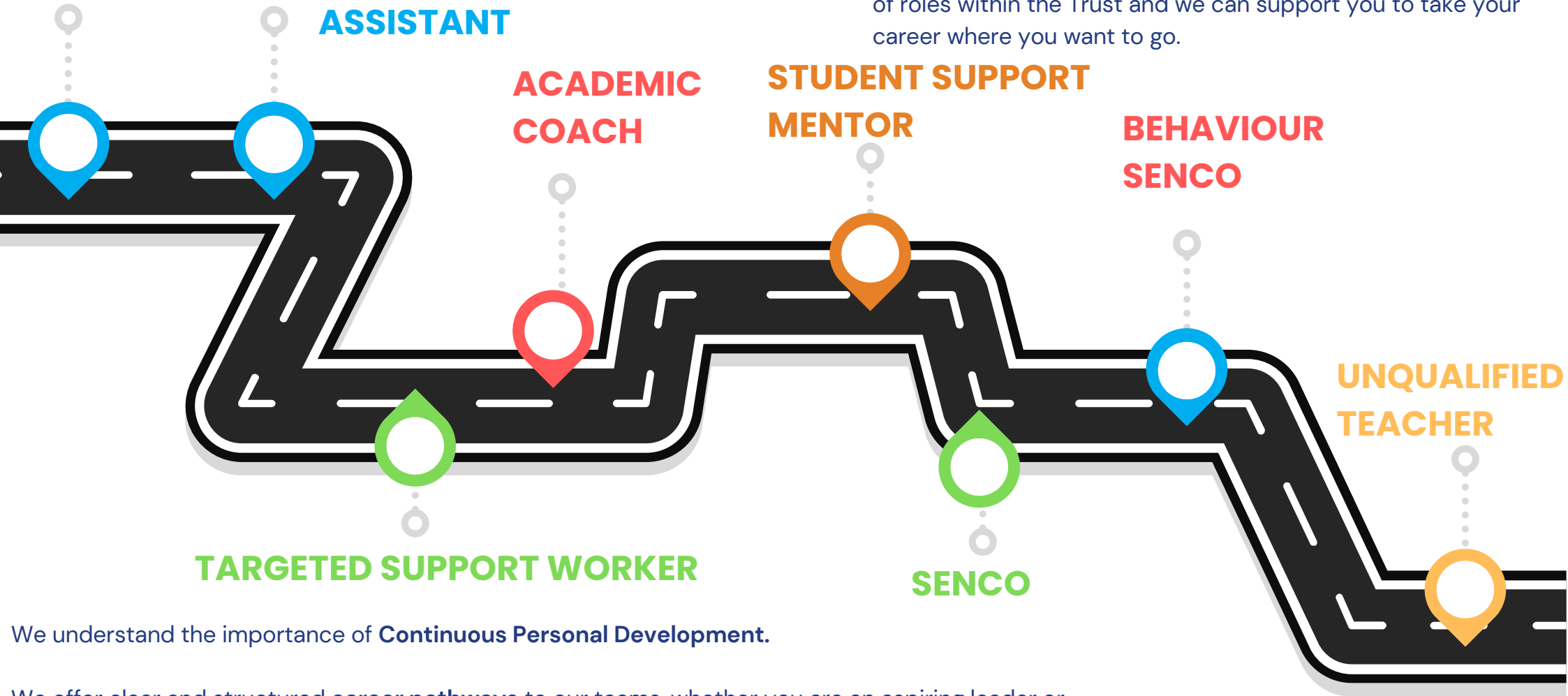
TARGETED SUPPORT WORKER

SENCO

Personal development is a cornerstone of our ethos.

Archway offer rich, vibrant and interesting careers, that will stimulate you, help you grow and make a real difference to the lives of children.

The Education Support Assistant is the first stop for a variety of roles within the Trust and we can support you to take your career where you want to go.



We understand the importance of **Continuous Personal Development**.

We offer clear and structured **career pathways** to our teams, whether you are an aspiring leader or looking to deepen your expertise in a particular area, we support your ambitions with tailored professional development programs, apprenticeships, leadership training, and opportunities to take on new challenges and responsibilities.

ABOUT THE ROLE

EDUCATION SUPPORT ASSISTANT

Reporting to: Behaviour and Inclusion Lead

Start date: 22nd April 2025

Salary: £22,006 – £23,835 (Grade 7)

Location: Bluecoat Trent Academy, Pelham Avenue, Nottingham, NG5 1AJ



Role Overview

A fantastic chance to make a difference joining our team as an Education Support Assistant, this position gives exposure to **lots of different areas** within the Academy.

We're looking for enthusiastic and committed colleagues who are eager to help shape our students' learning experiences and help them reach their potential. The most important attributes are a **can-do** attitude and a desire to be part of a team.

This role is perfect for those considering a career in education and looking to gain valuable experience. It's an ideal stepping stone for Teaching Assistants aiming to progress into Year Leader positions or Teacher Training in the future.



PERSONAL SPECIFICATION



- Passion for education and helping students succeed.
- Patience and empathy to understand and support students' needs.
- Flexibility to handle various tasks and changing circumstances.
- Confidence and independence in working unsupervised.
- Ability to build effective relationships with colleagues and stakeholders.
- Good time management skills.
- Commitment to Equal Opportunities and the Christian framework of the Trust.
- Suitability to work with children, with an enhanced DBS check required.

It's a family here and everyone helps one another out.

If someone is struggling, there's always someone around and usually with chocolate.

INSIDE THE CLASSROOM

- Record and report attendance at lessons.
- Explain tasks to students and respond to their questions.
- Establish productive relationships with students, acting as a role model.
- Supervise students during pre-set learning activities or in the Independent Learning Unit.
- Liaise with class teachers to understand and implement pre-prepared exercises.
- Manage student behavior to maintain a constructive learning environment.
- Report back to class teachers as needed.
- Assist in lesson planning, evaluating, and adjusting work plans.
- Ensure the design and preparation of specialist equipment and materials.
- Keep and update records as agreed with teaching staff.
- Support the use of ICT in learning activities.





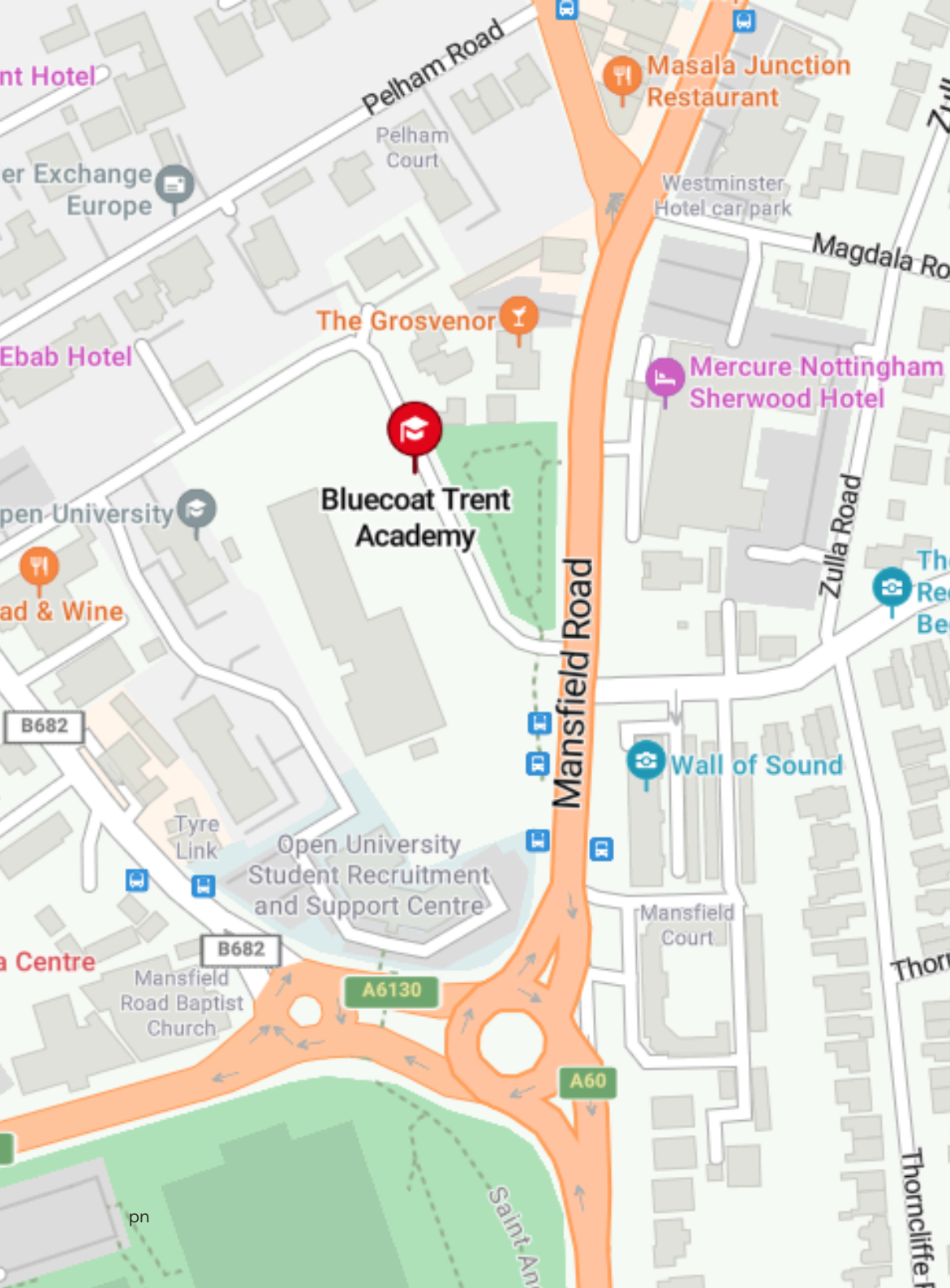
- Provide first aid assistance to staff, students, and visitors.
- Attend after-school meetings, subject team meetings, or year group meetings.
- Guide and advise readers and library users.
- Support users of ICT and educational technology in the library.
- Maintain and display newspapers and magazines.
- Supervise students before school, during breaks, lunch times, and after school.
- Promote and manage after-school clubs.
- Support with the Duke of Edinburgh Award.
- Perform other reasonable tasks as requested.

OUTSIDE THE CLASSROOM

SUPPORTING THE STUDENTS

- Overseeing student during lunch breaks, break times and before and after school to ensure their safety and wellbeing.
- Managing and promoting after-school clubs, homework clubs, and enrichment activities.
- Assisting in the library, helping students with ICT and other educational technology, and maintaining resources.
- Accompanying students on field trips and other off-site activities to provide support and ensure a safe experience.
- Supporting behavior interventions and mentoring students to help them develop positive behaviors





BLUECOAT TRENT ACADEMY

Pelham Avenue
Nottingham
NG5 1AJ

0115 900 7245
[Link to virtual tour](#)

HOW TO APPLY

For an informal chat about the role or to arrange a school visit, please contact:
hr@archwaytrust.co.uk

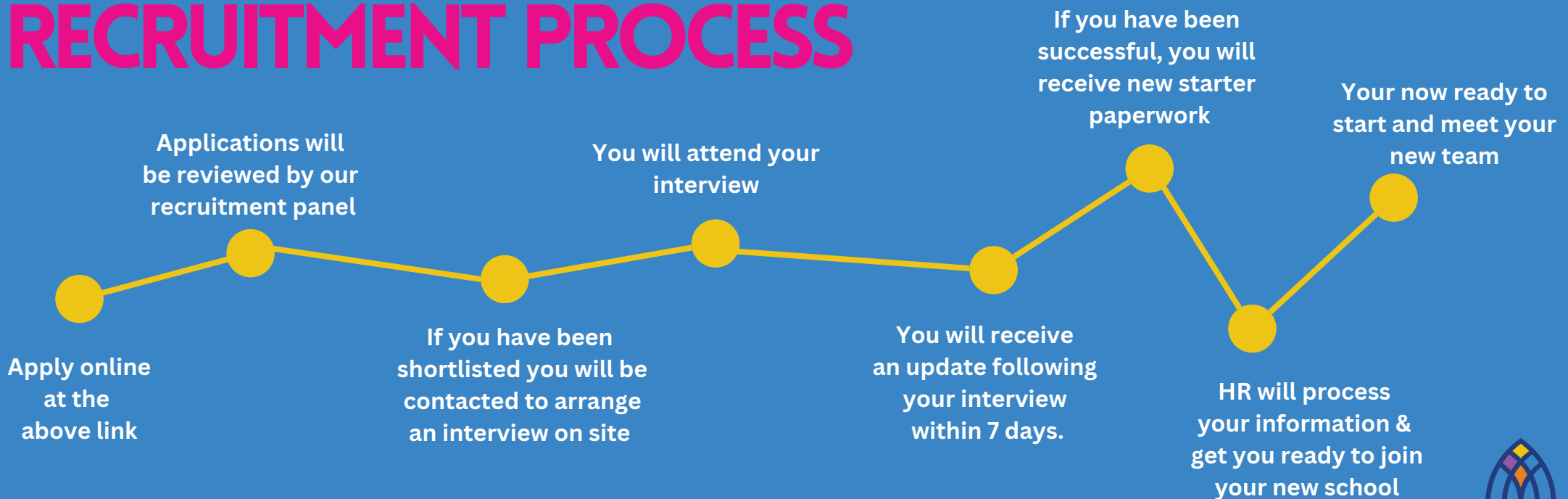
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Please read our 'Safer recruitment' statement on the following pages below.

2

Follow this [link](#) to complete an online application form: The deadline for application is 28th March 2025. Applications will be reviewed once the advert has been closed.

RECRUITMENT PROCESS



MESSAGE FROM THE CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

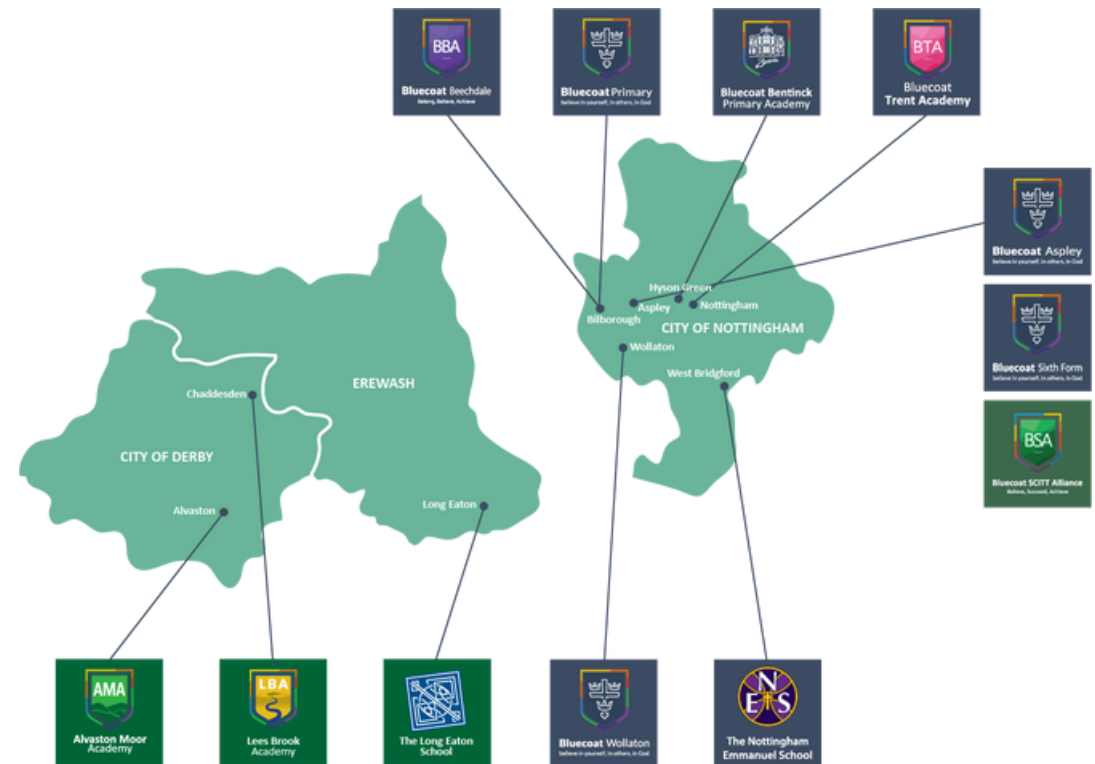
School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

We serve 11 Schools plus our SCITT facility, and are always looking for opportunities to expand our portfolio in the Nottingham and Derbyshire areas.

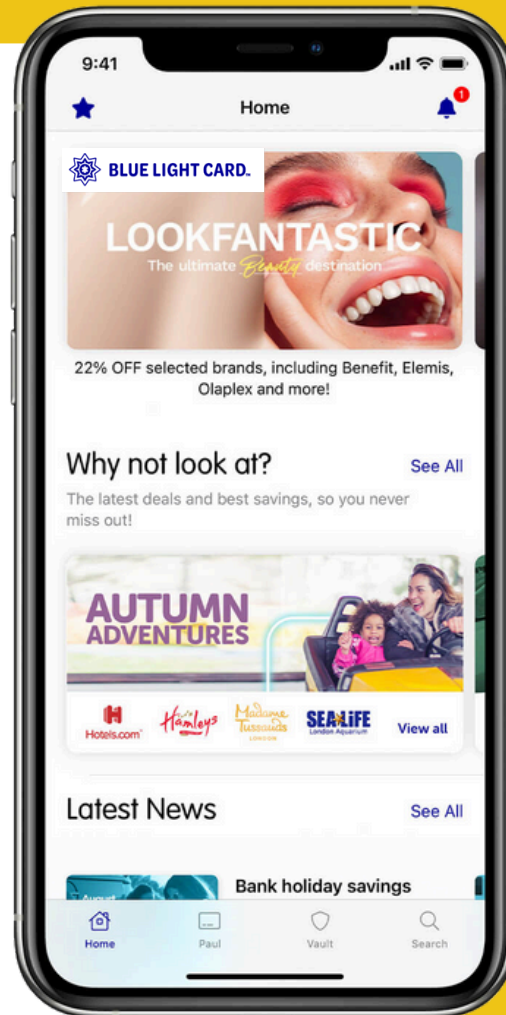
We believe in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies. We have a history of making schools better, serving disadvantaged communities and believe that we have a moral imperative to deliver for every child.



ARCHWAY BENEFITS



BLUE LIGHT CARD.



- From day one our employees are entitled to a range of Archway benefits to include shopping discounts and competitions:
- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' Pensions
- Access to discounts across many retailers with the Blue Light Card
- 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

SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of KCSIE (**Keeping Children Safe in Education**). In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)**. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

Interview

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

References

References from the previous and current employers will be taken up for shortlisted candidates, before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. Online searches Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. Probation All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Archway Learning Trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

SAFER RECRUITMENT

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Equal Opportunities

Archway Learning Trust are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact hr@archwaytrust.co.uk