

Education Support Champion (ASC Specialist)

Information Pack

October 2021

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Dear Applicant

Kingsdown School – A school of excellence bursting with pride and ambition

Thank you for taking an interest in working with us at Kingsdown School. You are joining us at a very exciting time in our school's history. At the end of January 2020, we had a two day Ofsted Inspection and were judged to be **Good** in all five categories under the new framework. This marked the end to over a decade of being judged Requires Improvement.

Kingsdown is a school that has been on a transformational journey. We had a two year P8 trend of -0.50 and this year we secured a P8 score of +0.04. We have also recently been shortlisted for the TES Secondary School of the Year award. Along with the Ofsted judgement, this transformation is truly wonderful for our students, our school and community. Now we are looking for talented and experienced colleagues to join our team as we journey to Outstanding.

Our vision for our school is "a school of excellence bursting with pride and ambition" and our mission statement is that we "champion each and every student".

So, if you are an outstanding practitioner who is passionate about improving the life chances for all students through providing them with the highest quality of education and have the highest levels of integrity as well as excellent communication skills and can contribute to our journey of sustaining and accelerating improvement, we would love to hear from you and encourage you to apply. In return we can offer a rewarding working environment and a real commitment to your professional development and personal wellbeing, including access to a state of the art fitness suite and classes among other perks. We are proud to be part of the River Learning Trust and you will gain much from the opportunities here.

This is clearly an exciting and rewarding time to be joining Kingsdown school. We are a school on a journey to excellence.

If you would like to arrange a visit to meet with me, my colleagues and our students as well as have a good look around our school, then please do not hesitate to contact my PA, Mrs Ellis, jellis@kingsdownschool.co.uk.

With best wishes



Mrs Leigh-Bennett

Headteacher

Job Role: Education Support Champion (ASC Specialist)

Salary: Actual £15,387 - £16,989 (FTE: £20,493 - £22,627) 32.5 hours per week – Term Time plus TD Days

Start date: As soon as possible

The Governing Body, Trust and Headteacher seek to appoint an inspiring Education Support Champion within our ASC Centre. A mainstream unit for selected pupils with Autism opened within our school in September 2003. We have 17 students within this specialist environment. The ASC (Autistic Spectrum Condition) centre is a purpose built building with excellent facilities and resources as well as having a superb reputation in the area for the provision it provides for nurturing the students within the centre to achieve their full potential both academically and socially.

You must have experience of working as a Teaching Assistant and experience of working with ASC students would be advantageous and desirable. The ideal candidate will already have or be willing to obtain NVQ Level 3 TA qualification and Team Teach training. Working Monday to Friday, 32.5 hours per week (8.30am to 3.30pm with the exception of 8.30am to 1.30pm every other Friday) with a 20-minute lunch break. This role is term time only plus Teacher Development days.

For this demanding role the successful applicant must have good organisational skills, flexible working practices, patience, persistence and the ability to build working relationships with students, staff and parents. First aid would be an advantage as well as restraint training, however for the right candidates we would offer training for this.

In January 2018 we set the new vision – “a school of excellence bursting with pride and ambition” and a new mission statement – “to champion each and every student”.

Kingsdown School is at a very exciting stage in its history, in January 2020 Kingsdown was graded as ‘Good’ in every single area inspected by Ofsted, a few of the positive quotes are:

“Leaders provide a curriculum that is broad and balanced. A notable strength of the school is its care for pupils facing particular difficulties, the work the school does to support pupils’ personal development and well-being is good.”

“Children say they now feel safe and can learn without disruption.”

“The culture is strong and our shared vision for the future (is) ambitious.”

Kingsdown School is part of a Multi Academy Trust and joined the River Learning Trust in 2017. The successful applicant will join the School as a River Learning Trust employee.

For any enquires, please contact recruitment@kingsdownschool.co.uk or telephone the HR Department on 01793 837087. Applications will only be accepted on a Kingsdown School application form via eteach.com.

If you would like to arrange a visit or telephone call with Emma Leigh-Bennett (Headteacher), please contact Jude Carter, PA to the Headteacher - jcarter@kingsdownschool.co.uk. If you have not heard from us shortly after the closing date please assume you have not been successful on this occasion.

Closing date for completed applications is midnight on Monday 18th October 2021. Interview date is to be confirmed. No agencies please. CVs will not be accepted. Kingsdown School is a mixed 11-16 Academy situated on the eastern outskirts of Swindon.

Kingsdown School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of backgrounds to represent diversity in line with our schools’ community.

SAFER RECRUITMENT STATEMENT

NOTE 1: Some cautions, reprimands, warnings and convictions are protected under the DBS filtering process and you do not have to disclose them.

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 an employer and, if they are disclosed, an employer cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found here <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>

NOTE 2: if you are under 18 it is no longer a legal requirement for you to disclose any cautions you hold.



**KINGSDOWN SCHOOL
JOB DESCRIPTION**

Job Title: Education Support Champion (Specialist)	Grade: G6 / L	Post Number: E01890 (KD : J4)
	Job Family: Special Resource Provision	Date Prepared: 14 th December 2007 Updated October 2014

Role reports to: Higher Level Education Support Champion (HLESC)

Job Purpose:

Under the direction of the HLESC, work as part of a team to promote the emotional, physical and educational development of students, including those with special needs, and work in partnership with parents and members of staff.

Key Accountabilities:

Supporting the student

1. Participate in activities designed to meet the emotional, physical and learning needs of individual students and small groups of students with ASC.
2. Assist in the planning, delivery and monitoring of individual education plan targets.
3. Monitor students' responses to learning activities and encourage them to take an interest in their own learning.
4. Develop and maintain effective relationships with individual students and groups to ensure that students achieve their learning targets, and that inclusion is promoted.
5. Interpret instructions to students to enable them to complete the task in hand.
6. Support students at break/lunch time, providing structured activities to help develop social skills.

Supporting the teacher

7. Assist with the organisation of the learning environment and ensure adequate supplies of learning materials.
8. Take responsibility for maintaining accurate special needs records in accordance with school policies and data protection.
9. Use a variety of methods to observe and report on student performance in group and individual situations.
10. Assist with the implementation of individual behaviour management plans for students with ASC.
11. Liaise effectively with parents regarding the development of their children.
12. Produce learning materials and differentiated resources to help students with ASC access the curriculum.

Supporting the curriculum

13. Assist in the planning delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher, HLESC or SENDCo to ensure coverage of the curriculum, including ICT.
14. Help students to develop their literacy and numeracy skills including reading, writing, number and shape.

Supporting the school

15. Assist with the implementation of a behaviour management programme.
16. Provide consistent and effective support for colleagues in line with the responsibilities of this role.
17. Develop and maintain effective working relationships with professionals including teachers and external contacts.
18. Support the development and effectiveness of work teams in all areas of activity with students or colleagues.
19. Support the maintenance of student safety and security and minimise the risks from health emergencies.

Supporting the Education Support Champion

20. Participate in regular performance reviews and ensure that any personal development needs are identified and met. Attend relevant inset training. Review and maintain your own professional practice through agreed development activities.

Other duties

21. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
22. Undertake any other duties that can be accommodated within the grading level and nature of this post.

Supplementary Accountabilities:

- A. Support students in developing effective relationships with peers, younger students and adults, challenging anti social behaviour e.g. racism.
- B. Help students to develop self-reliance and confidence in a range of areas including decision making, problem solving and general life skills, and deal in a positive way with their emotions.
- C. Working with the class teacher, specialist teacher, HLESC or SENDCo, support pupils with communication and interaction difficulties, including the use of sign language and Braille.
- D. Working with the class teacher, specialist teacher, HLESC or SENDCo, support students with sensory and/or physical impairment, including the use of mobility aids, Braille machines and ICT.
- E. Provide support to students with cognition and learning difficulties to develop effective learning strategies and support them working individually, as part of a group or with the whole class.

Knowledge and Experience:

Minimum

- Good general level of education to include 5 GCSE (A-C) including Maths and English Language, or further relevant experience in the absence of formal qualifications.
- DCFS Induction (Level 2) or equivalent
- 2 years experience working as a grade 2 TA or other relevant experience,
- NVQ level 2 Teaching Assistant or equivalent

2 years' experience of:

- working with pupils with SEN
- or supervising and delivering a catch up programme
- or supporting a pupil with complex SEN by modifying and delivering programmes as directed by teachers and other professionals

Training

Have or willing to obtain NVQ level 3 Teaching Assistant

Preferred

- Level 3 NVQ Early Years Care and Education
- Level 3 NVQ Caring for Children and Young People
- Level 3 Open College Network Supporting Children Learning or equivalent
- Experience working with students with ASC

Decision Making:

Working under the direction of the line manager/classroom teacher, but some discretion is required – works independently with individuals or groups.

Contacts and Relationships:

Headteacher
Governors
Education professionals
Parents
Staff
Students

Creativity and Innovation:

Working with children with SEN

Emotional Demands:

Responsible for individuals/groups of children, some will make emotional demands on a regular basis.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and post title.

Employee Signature

Date.....