

# EDUCATION SUPPORT CHAMPION

Information Pack  
[February 2022]

## Education Support Champion

February 2022

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](mailto:jellis@kingsdownschool.co.uk).

With best wishes



Mrs Leigh-Bennett

Headteacher

**Job Role:** Education Support Champion  
Part Time, Term Time plus TD Days

**Salary:** Salary (to be confirmed based on experience)  
G4 – FTE £18,933 - £19,312 (Actual salary £13,122 - £13,384)  
G5 – FTE £19,312 - £20,092 (Actual salary £13,384 - £13,925)

**Start date:** As soon as possible

The Governing Body, Trust and Headteacher seek to appoint a highly motivated person to join our Inclusion and Intervention Department as an Education Support Champion.

This is an exciting opportunity to play a fundamental role in removing a key barrier to learning and raise aspirations amongst our students. Working alongside a highly motivated team within the Inclusion Hub, you will have responsibility for planning and delivering targeted interventions to identified students who need additional support. Good organisational skills, flexible working practices, patience, persistence and the ability to build working relationships with students, staff and parents is essential.

The working pattern is 30 hours per week (8.15am – 3.10pm Monday and 8.25am – 3.10pm Tuesday to Friday, with the exception of every second Friday finishing at 1.20pm). Term time only, plus Teacher Development days.

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.”*

Our school is part of the River Learning Trust; our collective vision is to be a Trust where pupils and staff thrive in schools which demonstrate:

- all-round education, academic success, lifelong learning and strength of character
- sustainable continuous improvement; no school standing still
- all schools being good and outstanding, or improving rapidly
- collaboration that is raising standards, and reducing workload
- where pupils, staff, parents and communities value all we do to support the best possible outcomes and experiences for our children and young people

For any enquires, please contact [recruitment@kingsdownschool.co.uk](mailto: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](mailto: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 Monday 28<sup>th</sup> February 2022 at 9.00am. Interview date – 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.

This role includes regulated activity relevant to children.

The River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. All staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful

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**We champion each and every student**

candidate will be subject to an enhanced DBS check. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children. You should contact the school if you are unsure if this role includes regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#)





## KINGSDOWN SCHOOL JOB DESCRIPTION

Job Title: <b>Education Support Champion (standard)</b>	Grade: G5	Post Number: E01889 (KD : J3)
	Job Family: Inclusion	Date Prepared: December 2007 Reviewed: July 2020
Role reports to (Job Title): SENDCo		
<b>Job Purpose:</b> Under the direction of the Special Education Needs & Disability Co-ordinator, work as part of a team to promote the emotional, physical and educational development of pupils, including those with special needs.		
<b>Key Accountabilities:</b> Under the direction of the classroom teacher or designated supervisor: <ul style="list-style-type: none"> <li><b>Supporting the student</b> <ol style="list-style-type: none"> <li>1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children, including those with special needs.</li> <li>2. Contribute to the monitoring and delivery of Individual Education Plans. (IEP's)</li> <li>3. Monitor student's responses to learning activities and encourage them to take an interest in their own learning.</li> <li>4. Develop and maintain effective learning relationships with individual students and groups to ensure that students achieve learning targets. (Unit 3.2)</li> <li>5. Interpret instructions to students to enable them to complete the task in hand.</li> </ol> </li> <li><b>Supporting the teacher</b> <ol style="list-style-type: none"> <li>6. Assist with the organisation of the learning environment and ensure adequate supplies of learning materials.</li> <li>7. Take responsibility for maintaining accurate special needs records in accordance with school policies and data protection.</li> <li>8. Liaise with the classroom teacher in order to plan effective support.</li> </ol> </li> <li><b>Supporting the curriculum</b> <ol style="list-style-type: none"> <li>9. Assist in the planning delivery and evaluation of learning activities for individuals, groups or the whole class, working with the teacher to ensure coverage of the curriculum, including ICT.</li> <li>10. Help students to develop their literacy and numeracy skills including reading, writing, number and shape.</li> <li>11. Lead small group literacy support classes.</li> </ol> </li> <li><b>Supporting the school</b> <ol style="list-style-type: none"> <li>12. Provide consistent and effective support for colleagues in line with the responsibilities of this role.</li> <li>13. Assist with the implementation of a behaviour management programme.</li> <li>14. Support the maintenance of student safety and security and minimise the risks from health emergencies.</li> <li>15. Build successful relationships with students, parents, teaching staff, support staff and outside agencies.</li> </ol> </li> <li><b>Supporting the Education Support Champion</b> <ol style="list-style-type: none"> <li>16. Participate in regular performance reviews to 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.</li> </ol> </li> <li><b>Other duties</b> <ol style="list-style-type: none"> <li>17. In accordance with the provisions of the Health &amp; 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.</li> <li>18. Undertake any other duties that can be accommodated within the grading level and nature of this post.</li> </ol> </li> </ul>		



Supplementary Accountabilities:	
Job Scope: Number and type of jobs managed:	Job Scope:
Typical tasks supervised/allocated to others:	Budget:
	Assets:

  

<p>Knowledge and Experience:</p> <p><b>Minimum</b></p> <p>Good general level of education, at least 3 GCSE's (A-C) including Maths and English Language or further relevant experience in the absence of formal qualifications.</p> <p>2 years experience of working in a classroom environment to support teachers.</p> <p>DCFS Induction Level 2 Course, or equivalent, e.g. previous LA/TA Training courses</p> <p><b>Training</b></p> <p>Have or are willing to obtain NVQ Level 2</p> <p><b>Preferred</b></p> <p>1 years experience directed by the teacher to deliver work with SEN pupils, or pupils needing "catch up" programmes</p> <p>Already have one of the following</p> <ul style="list-style-type: none"> <li>• CACHE Foundation</li> <li>• CACHE Certificate</li> <li>• Certificate in Learning Support (Open College)</li> <li>• Or equivalent</li> </ul>
<p>Decision Making:</p> <p>Working under the direction of the line manager/classroom teacher, some discretion to make minor decisions</p> <p>Contribute to IEP's</p> <p>Assist in planning, delivery and evaluation of learning activities.</p>
<p>Contacts and Relationships:</p> <p>Headteacher</p> <p>Governors</p> <p>Education professionals</p> <p>Parents</p> <p>Staff</p> <p>Students</p>
<p>Creativity and Innovation:</p> <p>Accurate record keeping</p> <p>IEP's</p> <p>Classroom displays</p>
<p>Emotional Demands:</p> <p>Responsible for individuals/groups of children, some will make emotional demands.</p>
<p>Job Specific Competencies:</p>
<p>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.</p> <p>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.</p>

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:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date:

