



MacIntyre Academies

Compassion - Ambition - Partnership

Candidate Pack

Pastoral Support:

Compassionate School

Coach

Quest Academy, Rugby



Contents

Welcome

Our Story so Far

Benefits

Our Core Values and DNA

Our Academies

Safeguarding

The Role

Job Description

Person Specification

How to Apply

Welcome

Dear Applicant

Thank you for your interest in the position of Compassionate School Coach at our wonderful school.

We are an ambitious and compassionate community, where staff, learners and families work closely together to achieve the very best outcomes for every child. Our school is a truly special place – one filled with joy, warmth and aspiration. Visitors often comment on the positive atmosphere, the dedication of our staff team, and the pride our learners take in their achievements.

We are proud of our well-established and highly effective team, who work collaboratively to drive improvement while holding firmly to our values of compassion, ambition and partnership. As our new Compassionate Schools Coach, you will be at the heart of our school community; supporting learners across all key stages through meaningful 1:1, small group, and class interventions, and helping to create a nurturing, inspiring environment where every young person feels valued, confident, and ready to succeed.

This is an exciting opportunity to contribute to a school where every decision is made with learners and families at the heart. If you are someone who thrives on both challenge and collaboration, and who wants to make a tangible difference, we would be delighted to receive your application.

I look forward to the possibility of welcoming you to our team and to our school.

Warm regards,

Laura

Laura Thackaberry
Principal



Our Story So Far

MacIntyre Academies is a multi-academy special education trust for special schools and specialist alternative provision.

We are sponsored by the national charity MacIntyre and our school's benefit from 50 years experience of innovative approaches to supporting children with special educational needs and their families. Our philosophy is based on Macintyre's commitment to providing local personalised learning, support and care.

Our vision is for all learners to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Please see our Safeguarding page.

Putting children and families first

As our vision suggests, our learners and their families are at the centre of everything that we do. To achieve this we use person centred approaches and place a high value on working in Partnership with Families.

We want all learners to achieve their full potential and to develop in a way that makes sense to them. Each school has its own bespoke curriculum framework designed with holistic, flexible and ambitious opportunities. We work in collaboration with a wide range of partners including future destination providers for our learners.

We are proud of our Compassionate Curriculum which supports learners to become more resilient, and fosters positive relationships between learners and staff.

Our Sponsor MacIntyre's approach has informed and shaped our Core Values.

Our Strategic Objectives

- To grow the Academy Trust in a way that supports capacity building but ensures outcomes within existing academies are not compromised
- To create a culture of challenge, support and mutual benefit so that MAT academies are schools that learners, families and employees are proud to be identified with and others want to join
- To build a leadership culture that promotes the sharing of skills and expertise across academies and encourages school leaders to work in partnership and support others in their journey
- To be transformational, set and expect high standards and provide challenge/ support to improve outcomes for children in all schools joining the Trust
- To provide exceptional and differentiated interventions that support all schools to raise aspirations of learners and staff
- To provide outstanding governance and leadership that has high expectations and a rigorous process of scrutiny at every level
- To operate robust management systems and controls that support individual schools and promote efficient data analysis and sharing
- To use evidence based practice to continuously improve the offer, delivery and outcomes

Benefits

Our people are at the heart of our success

- A competitive salary
- Discretionary Special School Allowance £750 per annum (pro rata role dependent)
- Excellent local government pension scheme
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay
- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing an access to various perks including discounts Tesco, Cineworld, Go Ape and many more
- Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Teachers which offers thousands of amazing discounts online and on the high street for social care staff/ Teachers and support staff

Our Core Values

Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

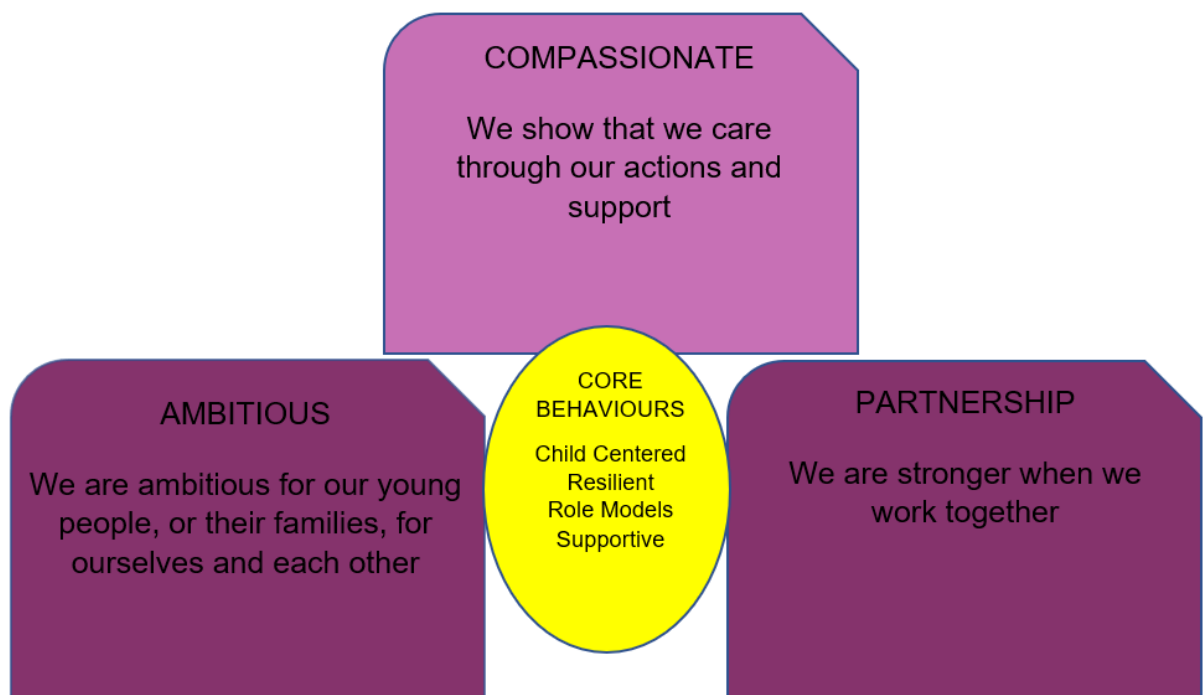
What is our DNA? Why is it important?

We don't just value what you do, but also how you do it. Our DNA defines who we are as individuals and as an organisation. It provides a defined way of working: how we do things around here, how we treat others and how we should expect to be treated.

Adhering to our DNA is also the key to delivering our vision, making MacIntyre Academies a great place to work and ensuring we provide high quality education and care to young people and their families.

What does the DNA mean for me?

Every colleague is expected to demonstrate behaviors which are consistent with our DNA. Whether you are applying for a job, you are a new employee or have been a colleague for many years, you will need to demonstrate our DNA in everything you do. This will be a key part in our recruitment, training and development and the appraisal processes.



Our Core Values

Our value: Compassion

- We are better together
- We will deliver success through teamwork and in
- partnership with families and other key stakeholders



Our value: Ambition

- We are ambitious for learners, for their families, for ourselves and each other
- We will set ambitious goals, seize every opportunity for learners to thrive and take personal accountability for everything we do.



Our value: Partnership

- By building safe, trusting, honest, kind and meaningful relationships
- We will focus on positives, create a safe environment and building trusting relationships to help learners overcome challenges day practices



Our Academies

Endeavour Academy, Oxfordshire

MacIntyre Academies' first school which opened in September 2014. Th provide 32 places for learners (aged 8 to 19) with autism and learning disabilities who are in need of specialist education, care and support.



Discovery Academy, Nuneaton

Discovery Academy opened in September 2015 in Nuneaton, Warwickshire for learners, aged 9 – 19 years who have an Education, Health and Care Plan for autism or a social, emotional or mental health need.

Quest Academy, Rugby

Quest Academy is for learners, aged 7 – 19 years who have additional needs associated with an autistic spectrum condition (ASC) or social, emotional and mental health (SEMH) difficulties.



Venture Academy, Henley-in-Arden

Venture Academy is a specialist school for learners aged 9 -16 years with autism and/or a social, emotional or mental health diagnosis. The school has capacity for 50 learners and is based in Henley-in-Arden, Warwickshire

Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of learners. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to learners and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK (www.gov.uk) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with learners and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.



Compassionate School Coach Team Member (CSC)

At Quest Academy, we are dedicated to providing a nurturing and inclusive educational environment for learners with Autism Spectrum Conditions (ASC) and those with Social, Emotional and Mental Health (SEMH) difficulties. We cater for children between the ages of 7 and 19 (learners currently transition at 16).

We are committed to working together, nurturing individuals, celebrating uniqueness, unlocking potential, friendships and memories. *Ready for Adulthood!*

Our mission is to create a supportive and inclusive school community where every individual, regardless of their unique abilities and needs, is encouraged to embrace their true self and is empowered to become the best version of themselves. We are committed to providing a safe, supportive, and nurturing environment that prioritises the well-being of each learner, tailored to their strengths and challenges. This commitment extends to parents, carers, staff, and all who visit. By fostering an atmosphere of support, collaboration, and well-being, we aim to enable learners to reach their fullest potential and grow into confident, compassionate, and positive members of society.

Quest is a place where everyone belongs—a space where learners are nurtured, empowered, and protected, both physically and emotionally. It is a place where each learner's true self is embraced, allowing authenticity to flourish. In this supportive environment, creativity is inspired, and resilience is cultivated, enabling every student to grow, learn, and thrive.

The Principal wishes to appoint an enthusiastic and dedicated Compassionate Schools Coach to work within all key stage areas, to support learners, deliver 1-2-1, small group and class interventions where needed. This is an exciting opportunity to be part of a team that will enhance the school experience for all. You will need to be reliable, committed and have experience. You should also be caring, trustworthy and an excellent role model for our learners with clear motivation to work in a school that seeks to be the best that it can be, amongst staff, learners, parents and governors who are all dedicated to learning and continual improvement.

Quest Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to Enhanced Disclosure and Barring Service check.

The Principal encourages candidates to visit Quest Academy.

School visits can be arranged via email to laura.thackaberry@macintyreacademies.org

Closing Date: Monday 3rd November 2025 @ 09:00

Interviews: Tuesday 11th November 2025

Previous experience is not required to apply for this role; however, you must be an effective, confident communicator and able to keep accurate records such as the recording of learning outcomes with excellent attention to detail. You will demonstrate an approach of facilitation and reflective practice within the role.

About You

We are looking for highly motivated, active members of staff who are looking to embark on an exciting and rewarding career working with children and young people with Autism and learning difficulties. Previous experience is not essential though desirable to have an understanding of Autism, Social, Emotional and Mental Health Difficulties and Learning disabilities; ultimately providing Care, education and support to learners. It is paramount that you must be an effective, confident communicator.

Experience will not be essential as you will receive ongoing support and training with a full induction. It is more important to us that you have the right outlook, can build relationships with our learner, and share our values and belief in their potential. “ MacIntyre hire for attitude and train for skill.”

You will be able to keep accurate records such as the recording of daily notes; mediation administration and learning outcomes with excellent attention to detail. You will demonstrate an approach of facilitation and reflective practice with a belief in a life of independence and choice for the learners you will support at all times.

Some of our learners are very active but at the same time are vulnerable if left on their own. Some learners can behave in a way that is challenging to others and part of our role is to teach learners safer and more effective ways of communicating their needs, however a level of challenge still exists; this can be physical or a reluctance to engage. For these reasons, this role requires someone who is physically fit. MacIntyre Academies will, where possible, look to make reasonable adjustments to comply with the Equality Act 2010.



Job Description

Compassionate School Coach Team Member

Quest Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Job title	Compassionate School Coach Team Member
Responsible to	Compassionate School Coach Team Lead
Responsible for	No line management responsibility
Salary Grade/Range; C-D	24-28
FTE	£26,228.16 - 29,158.39
39 weeks	£22,434 - £24,940.34 (FTE 44.6 weeks £24,949.02 - £27,736.34) Plus £750 SSA

Job Purpose:

In this role, you will play a key part in supporting learners to develop strategies that help them self-regulate their emotions, enabling fuller engagement with learning, care, and support across the school. You will take the lead in facilitating debrief sessions with both learners and staff following incidents, helping to ensure a reflective and restorative approach. We are committed to supporting you in this role through a comprehensive induction programme, alongside ongoing training and professional development opportunities.

Post Responsibilities:

Support for Learners:

- To support Class Teams with the implementation of agreed strategies to enable learners to self-regulate their emotions.
- To lead the debriefing of learners & staff following incidents.
- To lead 1-2-1 and group support sessions
- To work as part of a team to provide the best learning environment and support to the children and young people within the school.
- Help prepare resources which can be used in 1-2-1 sessions by yourself and the class team so that the children and young people have the best access to learning.
- To assist in ongoing assessment, data collection, recording and support teaching assistants in this process.
- To lead individual, small group or whole group learning sessions when required.
- Where appropriate, liaise and feedback on learner's progress with professionals and families.
- To liaise regularly with teachers on individuals progress and programs.

- To attend and contribute during meetings with other professionals (Speech and language therapists, occupational therapists, school nurse etc.).
- Attend any relevant multi-disciplinary meetings about the children on your caseload or provide a written report for those who have been previously.
- To support the ongoing functional learning of the children and young people during visits in and around the local community.
- To support learners in work experience placements or off-site activities.
- To ensure that you follow each individual's education plan, behavior support plan, communication plan and any other relevant targets.
- To be aware of and contribute to relevant information that requires daily attention such as learners' logs, incident files, communication books, diaries, etc. and ensure that you record all information accurately and legibly and communicate it appropriately.
- To promote MacIntyre Academies' philosophy of behaviour management through consistency, respect, warmth, empathy and compassion.
- To provide a caring and supportive environment for the learners that respects and affirms their racial, cultural and religious identify and lifestyle.
- To safeguard and promote the welfare of all learners in the school by being familiar with and aware of the academy's safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.
- To be alert to the signs of distress and abuse, and to ensure that the wellbeing of the learners are monitored and protected
- To attend and participate in staff meetings, individual formal supervisions, appraisals, staff debriefings to ensure consistency and good practice.
- To model best practice to Teaching Assistants at all times.
- To be responsible for your own personal and professional development and undertaking learning and development activities to include attending service specific training as required.
- Any other duties as reasonably directed by the Senior Leadership Team.

Support for the Curriculum:

- Support learners to understand and follow instructions.
- Support learners in respect of local and national learning strategies, e.g. literacy, numeracy, ICT, etc., as directed by heads of subject or subject leads
- Support students in using ICT.
- Prepare and maintain equipment/resources as directed by the CSC Lead.
- Any other duties as reasonably directed by the Senior Leadership Team.

Systems & Processes:

- Providing a safe, calm and well-ordered environment for all learners and the staff within your working area.
- Taking part in the coaching observation process, sharing identified practice.
- Following all systems & process' within the school.

Impact Within and Beyond the School:

- Championing best practice and securing excellent achievements for all learners.
- Inspiring and influencing others to believe in the fundamental importance of education in learner's lives and to promote the value of education.

Staff Development:

- To undertake appropriate professional development including adhering to the principle of performance management.
- To achieve any performance criteria or targets relating to the post arising from the School's appraisal arrangements.

The below listed training and any further identified training, must be completed via our online training portal upon employment commencing.

- Prevent
- Safeguarding – Children & young people, Adults & Children, Safeguarding Vulnerable Adults.
- Code of conduct
- Accident Reporting
- GDPR – Data protection Essentials 2019
- GDPR – Information & Security
- KCSIE
- KCSIE annual update
- Health & safety Essentials & Basics
- Equality & Diversity
- Fire Awareness in Education
- Mental Health Awareness
- Stress Awareness
- Slips, Trips & Falls
- Display Screen Equipment
- Risk Assessment
- Manual Handling
- Conflict resolution
- Team Teach
- Infection prevention and Control
- H&S for managers and supervisors
- Autism
- Positive Behaviour Support

General:

- To adhere to the ethos of the Academy.
- To promote the agreed vision and aims of the Academy.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and parents' evenings.
- Responsible for ensuring all items timetabled against this role are met or adequate notice is given to the Assistant Principal if unable to complete tasks.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure that all tasks are carried out with due regard to Health and Safety.
- Liaise and communicate effectively with other teachers and staff.
- Show loyalty to the school and adopt a professional attitude.
- Holding yourself to account for your professional conduct and practice.

- Following all systems & process' within the Academy.
- Organise and manage own work with little or no input from others but working within the given guidelines, parameters and systems.

Safeguarding:

The jobholder must observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping Children Safe in Education and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. Copies of the above Procedure and document can be obtained from the School Business Manager.

Additional Duties:

- To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and child protection procedures and guidelines and to adhere to them at all times.
- To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.
- To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.
- To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.

This description is not intended as a total definition of the post, only an outline of the duties involved. The post-holder will be expected to carry out any other duties commensurate with the level of the post and which may reasonably be required by the Principal according to the normal practice of the Trust.

Additional Information:

Please note: This job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work and will be reviewed through the appraisal process. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job, following discussion between the Principal and member of staff. Any amendments will be commensurate with the salary grade for the job. The jobholder is expected to comply with any reasonable management requests.



Special Conditions of Employment

Rehabilitation of Offenders Act 1974:

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered. If the jobholder is arrested or summonsed for an offence, or they receive a conviction, bindover order or a warning given by a police force, they are required to inform the Head teacher of this fact immediately. Such information will be treated in confidence, so far as is consistent with the safety of children, compliance with statutory safeguarding procedures and the School's relevant procedures. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Health & Safety:

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed by the jobholder

Confidentiality and Data Protection:

The job holder is expected to comply with the provisions of the Data Protection Act 2018 which includes the General Data Protection Regulations (GDPR). Any information that they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent you from disclosing information which you are entitled to disclose under the Public Interest Disclosure Act 2018 (as amended), provided the disclosure is made in accordance with the provisions of the Act. The School's Whistleblowing Policy is available from the School Office.

Equality and Diversity:

Quest Academy is committed to equality and values diversity. As such the School is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. The Duty requires the School to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development:

Quest Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting safeguarding and general obligations.

Mobility:

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the School may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

Person Specification

Criteria	Essential	Desirable
Education and Qualifications	English & maths qualification	<ul style="list-style-type: none"> NVQ 2 qualified / training or equivalent (childcare/early childhood studies/teaching assistant or related qualification) Further relevant training and/or qualifications in special educational needs. Evidence of professional special development.
Experience	<ul style="list-style-type: none"> Experience of working with children in an educational setting and those with SEND 	<ul style="list-style-type: none"> Ability to work within different school phases from key stage 1 – key stage 5 as directed by leadership Experience of positive behaviour management strategies – examples and evidence to be seen at interview stage
Professional Development		<ul style="list-style-type: none"> Recent and appropriate professional development.
Skills and Abilities	<ul style="list-style-type: none"> Awareness of Child Protection / Safeguarding Excellent communication skills, both written and oral. Good ICT skills. Ability to work professionally as a member of a team. High level of emotional intelligence and very good interpersonal skills. Ability to build very effective relationships with children, to motivate learning and to build self-esteem. Ability to work independently with minimum supervision and to manage own work and time effectively. Ability to maintain confidentiality. Ability to use initiative and to innovate within the aims, ethos and policies of the school. 	<ul style="list-style-type: none"> Ability to work collaboratively in a multi-professional team. First aid qualification. Minibus driver.
Knowledge		Knowledge of the different areas of Special Education Needs.
Other Requirements	<ul style="list-style-type: none"> Able to work flexibly and attend meetings, training, community events and INSET days as required. Support extra-curricular activities. Support residential visits. 	

How To Apply

Come join us!

Please visit:

<https://careers.macintyreacademies.org/vacancies/>

Or contact:

hr@macintyreacademies.org



macintyreacademies.org
endeavour-academy.org
thediscoveryacademy.org
thequestacademy.org
ventureacademy.org.uk



www.linkedin.com/company/macintyre-academies/



[Facebook/macintyreacademiestrust](https://www.facebook.com/macintyreacademiestrust)