INFORMATION FOR APPLICANTS

Student Support Worker

Term Time Only plus INSET days

Salary: £16,781 to £17,772 FTE (Scale 3 points 14 -17)

£13,072 to £13,844 pro rata – Monday - Wednesday 8.15 am – 3.30 pm
Thursday and Friday 8.15 am – 3.15 pm

£5,118 to £5,420 pro rata – 13 hours/2 days per week
8.15 am to 3.15 pm
(subject to funding)

Dear Candidate

Welcome to All Saints Academy Dunstable.

I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. The summer results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

The Academy has had a turbulent time over the last two years but in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils…….The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is "Living Well Together with **Dignity**, **Faith** and **Hope**". We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint an enthusiastic Student Support Worker, who will contribute to shaping an outstanding future for All Saints Academy students.

The recent Child and Families Bill sets out changes to the Special Educational Needs Code of Practice and highlights the importance of strong competent staff appointed to support students with identified need. Student Support Workers are an essential resource to support teachers in ensuring students access the curriculum and make progress. This is a tremendous opportunity to make a difference to these students. You will establish effective working routines to support students and teachers across the curriculum, involving numerous Curriculum Areas and subjects.

This is a rewarding opportunity that allows you to have a direct impact on the learning of identified students. All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential

INFORMATION ABOUT THE STUDENT SERVICES CURRICULUM AREA

As the successful candidate you will work within a team of colleagues who are dedicated to providing additional support to targeted students. Students appreciate the support they receive and respect the staff assigned to them. The CA's mission is to support students to access the curriculum irrespective of any identified needs and we always expect levels of achievement to be in line with student capabilities.

Currently, the members of the team are as follows:

- Assistant Principal (Inclusion, PP and SENDCo)
- Curriculum Leader (CL)
- Safeguarding and Child Protection Manager
- Personal Assistant
- Attendance Manager
- SEN Support Worker

- Student & Family Support Worker
- Student Support Workers

This post is in addition to the current Student Support Workers and your Line Manager will be the CL for Student Services.

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

JOB DESCRIPTION
Student Support Worker

Responsible to: Curriculum Leader Student Support

Core purpose: to support the students of All Saints Academy Dunstable in developing the skills required to become independent learners. Attending IEP/Annual Review meetings, as required and forming good relationships with students and their parents /carers.

Job description

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specific in detail. Broad headings therefore may have been used, in which case all the usual associated routines are naturally included in the job description.

The post-holder should not refuse to undertake work which is not specific on this form, but they should record any additional duties they perform and these will be taken into account when salaries are reviewed.

General duties and responsibilities:

- To work with the Student support team to identify specific support needed for students, assessing the reading, spelling and numeracy abilities of the students.
- To draw on knowledge of various forms of special needs, to develop an understanding of the specific needs of the students.
- Carry out responsibilities, within the context of published Academy plans and priorities, principles and policies, health and safety rules and statutory requirements for curriculum/ assessment /tracking SEN including IEPs and PSPs.
- To have a good working knowledge of student special needs through their Individual Education Plan (IEP).
- To keep up to date with local and national student welfare and progress issues.
- To liaise with class teachers so that all the needs of the students' are met.
- To take into account the special needs involved, to help the students to learn as effectively as possible both in-group situations and individually.

This may involve any of the following:

- explaining/reminding the students of instructions/information.
- ensuring the students are organised for learning.
- motivating the students as required.
- assisting students in weak areas such as reading, writing, spelling, and presentation.
- aiding the students' concentration.
- helping raise the students' confidence and promote their self-esteem.

- To promote a positive ethos and celebrate success with students, staff and parents/carers.
- To maintain records of student progress.
- To maintain up to date CPD records according to the Academy Development Plan.
- To manage personal time effectively.
- To carry out all duties with due regard to the policies of the Academy.

……	……	
Post holder	**Date**	
…….	…….	……
Line Manager	**Date**	**Position**

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION
Student Support WORKER

	Essential	Desirable
Education/Qualifications	• Educated to GCSE level English & Maths at Grades A*-C or equivalent	• 5 A*-C GCSE Grades including English and Maths • Training in supporting students with literacy difficulties/behavioural difficulties/autistic spectrum disorder
Experience	• Experience of working as part of a team	• Experience of working in a school environment • Experience of working with young people between the ages of 14-19 • Experience of supporting students in a classroom based environment • Experience of supporting young people with additional needs
Knowledge, Skills and Aptitudes	• Good organisational skills • Good interpersonal skills (required to meet with parents, students and professionals) • Ability to work independently and to take direction • Empathy with young people – ability to build a strong rapport • Ability to solve problems on a daily basis • Ability to take a non-confrontational approach to resolve difficult situations • Understanding of professional conduct between support staff,	• Good standard of ICT skills and ability to use a range of Microsoft packages • Knowledge of Inclusive Practice • An understanding of the SEN Code of Practice • Knowledge of strategies to support young people with low literacy levels and ASD

	teachers and students	
Personal Qualities	• Ability to remain calm in challenging situations • Flexible • Hard-working	
Motivation	• Willingness to be flexible • Willingness to undertake further training as appropriate	
Other	• Commitment to safeguarding the welfare of young people in the Academy • Understanding of appropriate and inappropriate physical intervention with students	

TIMELINE FOR RECRUITMENT PROCESS

Advertisement placed	**25 September 2017**
Closing date for applications	**13 October 2017**
Interviews	**to be confirmed**

ARRANGING A VISIT TO THE ACADEMY

We encourage prospective candidates to visit the Academy before making an application.

If you would like to arrange a visit, please contact Michelle Arnold, PA to Principal and HR Manager (01582 619700) to make an appointment.

HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to jobs@allsaintsacademydunstable.org or by post to

Michelle Arnold
PA to Principal and HR Manager
All Saints Academy
Dunstable
Beds LU5 5AB

If you have any questions, please contact Michelle Arnold, HR Manager, on 01582 619700.

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.