



Bexhill Academy

Position:

Literacy Tutor – Term time only – 34.5 hours per week

Salary:

NJC Scale 6 Points 18-22 currently £29,269-£31,364
per annum pro rata (actual salary £23,407.59-
£25,083.05 per annum)



Closing Date: 9am Wednesday 8th May 2024

Interview Date: W/c Monday 13th May 2024

Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy part of the Attwood Academies Trust, is a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with currently just over 1500 students on roll. A seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race! Working at Bexhill Academy, whether as support staff, an NQT or as a teacher of many years, is an opportunity for you to work with some extraordinary and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

Following our success in recent years, we have become over-subscribed with over 400 applications for the 300 places offered in September 2023. Consequently, year on year we have been expanding our teaching staff to accommodate our increasing numbers.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenge to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees. These include;

We are partnered with **Mulberry Multi Academy Trust in London** (excellent CPD opportunities). We sign staff up to **Benenden Healthcare**. We have two **Wellbeing weeks** per academic year featuring free bookable therapies such as reflexology and Indian head massage as well as daily treats and a goodie bag. There are **staff fitness classes**, a comprehensive **Employee Assistance Programme (EAP)**, **subsidised optician appointments** with a contribution towards glasses, **Cycle to Work Scheme**, **We encourage and support tangible Leadership courses** e.g. NPQ, an extra **2 days added to October half term**.

As you can see there is so much on offer for you at Bexhill Academy, come and join us.

If you are a well-qualified and enthusiastic person seeking to work in a dynamic, modern school, if you are passionate working in a team and having the highest of standards.

We look forward to meeting you,



Dr Craig Neal

Headteacher

Job Advert

Are you an experienced intervention tutor looking for a new challenge? This is an exciting opportunity to join our expanding Inclusion team. The successful applicant will oversee assessment and intervention for literacy in our mainstream academy. Working closely with the SENCO, we currently run Lexia, Reading Plus, Toe by Toe and Lexonik and can train the successful candidate in these if required. Interventions will mainly be delivered to small groups with some 1:1 and classroom work required. Tutors with literacy experience preferred but other SEND experience will be considered.

In return, we can offer an environment where you will gain whole school experience and learn much on your career journey.

Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you.

We aim to recruit staff who:

- Love the processes of teaching and learning and are keen to continually develop their own skills;
- Recognise that teaching can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Academy and be committed to get the very best from our students;
- Take every opportunity, in and out of the classroom, to talk to students, model expected behaviours and build positive relationships;
- Remain at the forefront of pedagogy, educational research and debate.
- See themselves as having the potential to become senior school leaders of the future.

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Pre-Application enquiries are encouraged. Please contact trudy.hillman@bexhillacademy.org

Please see our website www.bexhillacademy.org under 'about us' and then 'vacancies' for more details. Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy teacher application forms should be sent to academyhr@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Bexhill Academy is looking for a dynamic and inspiring Literacy Tutor to drive the ambitions and aspirations of our students. Newly appointed Co-Leadership, clear direction, and superb support from Governors makes this an exciting time to be part of the Bexhill Academy team.

Post: Literacy Tutor

Hours and Basis: 34.5 hours per week – term time only

Accountable to: SENCO

Salary: NJC Scale 6 Points 18-22 currently £29,269-£31,364 per annum pro rata (actual salary £23,407.59-£25,083.05 per annum)

Principal Accountabilities:

What is the purpose of the job? To raise standards of attainment for students with Literacy needs by implementing small group and 1:1 Literacy intervention as well as supporting in lessons and working in sustained collaboration with curriculum teams.

What do you have to achieve?

- Create an ethos of high aspirations that fits with the academy values
- Maximise the achievement and progress of vulnerable students
- Maintain confidentiality on all academy matters.
- Promote and reinforce good student engagement and attendance
- Help to remove barriers to learning by ensuring that all students are able to access the curriculum.
- Promote the inclusion and acceptance of all students with in the classroom
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What do you have to do?

- Early identification of poor literacy across the academy
- Co-ordinate and deliver small group and 1:1 Literacy intervention to identified students
- Support the Assistant SENCo's in completing professional review activities in accordance with academy policy
- To conduct Literacy testing as required
- To deliver targeted in-class Literacy support to identified students and groups
- Use appropriate software packages and deliver literacy support.
- Administer a range of standardised tests with students ensuring that all information is placed on a database and filed as appropriate.
- Promote the use of appropriate interventions across the academy
- To work with the teacher to establish an appropriate learning environment
- Assist with whole school data led literacy programmes and planning where needed.
- To produce and analyse timely reports relating to students with literacy needs as required
- To work with teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate
- To monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- To establish productive working relationships with students, acting as a role model and setting high expectation

- To support students in small groups and in the classroom consistently, whilst recognising and responding to their individual needs
- To promote independence and employ strategies to recognise and reward achievement and self-reliance
- To implement agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs
- To support the use of ICT in learning activities and develop students' competence and independence in its use
- To provide feedback to students in relation to progress and achievement
- To be responsible for keeping and updating records as directed and contribute to the review of systems/records as requested.
- To contribute to the formative assessment of student progress.
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour choices.
- To support the administration of 'in house assessments' and external exams as directed.
- To be aware of and comply with policies and procedures relating to safeguarding, reporting all concerns to an appropriate person
- To supervise students on visits and trips as required
- To provide support for homework club
- To devise personalised learning resources for students in conjunction with subject specialist-teaching staff.
- To create engaging display material under the direction of subject specialist teaching staff
- To attend and participate in department and whole academy meetings as requested
- To monitor student behaviour and implement policy when standards are not adhered to.
- To promote the use of the schools rewards system to promote student achievement and self-esteem
- To be punctual to all supported lessons.
- To contribute to the peer observation cycle for teaching assistant colleagues.
- Keep up-to-date data files, collate resources; maintain inventories, photocopy, use of I.T.systems for administration and educational purposes, and to support other TAs and teachers in accessing the relevant data and resources

Staffing:

Staff Development: Recruitment / Deployment of Staff:

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

Quality Assurance:

To contribute to the quality assurance procedures and policies of the academy.

Management Information:

- To maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records

Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Education	A broad and balanced educational background at level equivalence of level 4 or 5 as a minimum requirement	Evidence of level 5 or 6 study Literacy qualification
Qualifications	A minimum of Grade C at GCSE (or equivalent for English and Maths)	Additional specialist qualifications in a relevant field. HLTA (Higher level teaching assistant)
Experience	Have experience of supporting children in a classroom environment, including those with SEND. Have experience of delivering small group and 1:1 interventions to students with SEND. Experience of using ICT to support students in the classroom. Experience of successful organization and administration. Evidence of teamwork and supporting colleagues effectively. Experience of administering a range of standardized literacy tests.	Additional experience with young people in other settings. Experience of line managing staff.
Knowledge	Sound knowledge of strategies to improve literacy Knowledge of current NC English programme of study. Knowledge or experience of working with phonics and multi-sensory approaches to learning. Knowledge of SEN Code of Practice 2014. Ofsted framework for inspection in relation to the effective deployment of teaching assistants. Knowledge of strategies to recognize and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students.	
Skills & Abilities	Ability to identify and build on literacy opportunities across the whole curriculum. Able to use student data to identify learning needs. Able to organize and manage workload effectively and independently. A professional demeanour. Able to develop materials which match the learners needs. Sound organizational skills. Effective communication skills, including through the written word. Able to work as part of a team. Able to use language and other communication skills that students can understand and relate to. Able to establish positive relationships with students. Able to demonstrate active learning skills. Able to consistently and effectively implement agreed behaviour for learning policies. Able to offer constructive feedback to students to build self-esteem. Able to work effectively and supportively as a member of the Academy team.	
Personal Qualities	Able to use initiative. Able to maintain confidentiality. Able to display empathy. Able to adapt. A positive and cheerful personality. Be a person of integrity.	
Commitment and other requirements	Required to attend appropriate training and development	

Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.



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