



**Position:** Teaching Assistants – Part time and flexible working considered

**Salary/Hours:** Single Status Grade 4 Points 9-10 currently £24,404-£24,790 per annum pro rata. As an example 32.5 hours per week term-time only would be £18,385.45-£18,676.25 per annum.

**Closing Date:** 9am Thursday 12<sup>th</sup> December 2024

**Interview Date:** w/c 16<sup>th</sup> December 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 ECT 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.

Cycle to Work Scheme, A comprehensive Employee Assistance Programme (EAP), Fitness class, Wellbeing weeks. We are partnered with Mulberry Multi Academy Trust in London (excellent CPD opportunities). We encourage and support tangible Leadership courses e.g. NPQ, an extra 2 days added to October half term and Benenden Healthcare. As you can see there is so much on offer for you at Bexhill Academy.

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

We are looking for individuals with a passion for supporting our students and encouraging them to find a desire to learn and be the best that can be.

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

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 Laura Caister, Head of TAs, [laura.caister@bexhillacademy.org](mailto:laura.caister@bexhillacademy.org)

Please see our website [www.bexhillacademy.org](http://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](mailto: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

### Teaching and Supporting at Bexhill Academy

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavour, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.







**Post:** Teaching Assistant

**Accountable to:** Head of TAs

**Salary:** Single Status Grade 4 Points 9-10 (as above)

**Principal Accountabilities:** to deliver targeted support to students with SEND to maximise their progress across the curriculum.

### **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 within the classroom

## What do you have to do – based on our TA Mantras?

### Know your Students:

- to work with the teacher to establish an appropriate learning environment
- to work with teaching staff in lesson planning, evaluating and adjusting lessons/work plans as appropriate including the personalisation of individual resources
- to monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- to implement agreed learning activities/teaching programmes, adjusting activities according to students' responses/needs
- 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 support the administration of assessments and external exams as directed
- to be aware of and comply with policies and procedures relating to safeguarding
- to provide support for homework club
- to act as a mentor for identified students as directed

### Promote Independence:

- to promote independence and employ strategies to recognise and reward achievement and self-reliance
- to support the use of ICT in learning activities and develop students' competence and independence in its use
- to promote the use of the schools rewards system to promote student achievement and self-esteem

### Model the Behaviour that you want to see:

- to establish productive working relationships with students, acting as a role model and setting high expectations
- 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

### Circulate the Room

- to support students in the classroom, recognising and responding to their individual needs

### Green Pen Galore (support with live marking)

- to provide feedback to students in relation to progress and achievement

## Other

- to supervise students on visits and trips as required
- to attend and participate in department and whole academy meetings as requested
- 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
- by request and if agreed, carry out tasks associated with pupils' personal hygiene, (including personal intimate care) and welfare, including physical and medical needs, whilst encouraging independence.

## 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
<b>Education</b>	A broad and balanced educational background at level equivalence of level 4 or 5 as a minimum requirement	Degree, Higher level education
<b>Qualifications</b>	A minimum of Grade C at GCSE (or equivalent for English and Maths)	Appropriate additional qualifications
<b>Experience</b>		Working with students with SEND. Experience within a school or similar setting.
<b>Knowledge</b>		Safeguarding in the school environment
<b>Skills &amp; Abilities</b>	Excellent pastoral care. Have experience of working with young people in a school environment. Good ICT skills and application of supporting teaching. To be organised and able to maintain accurate records. To be adaptable and support managing classrooms. To have the ability to reflect on your own practice.	
<b>Personal Qualities</b>	To be hardworking and committed to the vision of the Academy. To have a willingness to learn and develop new skills. To have the ability to work with initiative. To have the ability to work as an individual and as part of a team. To be focused, aspirational, independent and resilient.	
<b>Commitment and other requirements</b>	Commitment to the excellent education of students and the good standing of the Academy in the local community	



## 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.