



Bexhill Academy is looking for an energetic, dynamic and inspiring ACE Alternative Provision Support Worker to join our Provision. This is a full time, permanent position. This post would suit either someone looking to progress from a current school support role or anyone consider a career in education who is enthusiastic about working with both behavioural and SEND students in the future.

We aim to recruit staff who:

- Are excited by their role and by the prospect of challenging young people to achieve their very best
- Love the process of supporting teaching and learning and continually seek to develop their own skills
- Recognise that education 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

**Hours and Basis:** 37 hours per week term-time only.

**Salary Range:** Equivalent to NJC Scale 5 Point 12 currently £22,183 per annum pro rata (£19,026.19 per annum)

**Closing Date: Monday 27<sup>th</sup> Sept 2021**

**Interviews: Week of the 4<sup>th</sup> Oct 2021**

Pre-Application enquiries are encouraged; please contact Mark Linch, Associate Assistant Principal of ACE [mark.linch@bexhillacademy.org](mailto:mark.linch@bexhillacademy.org)

We want to reassure applicants that effective measures have been implemented to ensure the health and wellbeing of all candidates, staff and students whilst on academy premises during the Covid Pandemic. Thank you for your cooperation during this difficult time.

To Apply:

Please see our website [www.bexhillacademy.org](http://www.bexhillacademy.org) under ‘Community’ and then ‘Vacancies’ for more details.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy [support 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 people, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).***



*“Be Brilliant Today”*

## ACE Alternative Provision Support Worker

### Teaching at Bexhill Academy:

The staff family at Bexhill Academy make the education of their pupils their first concern. They seek to support every child to be Brilliant Every Day and achieve the highest possible standards in work and conduct, act with kindness, and have strong subject knowledge. Through giving their best and demonstrate employability skills as role models for students, they keep their knowledge and skills, remaining at the forefront of pedagogy and educational research.

Bexhill Academy’s ACE (Academy Centre of Excellence) Unit has been set up to support some of the Academy’s most vulnerable and challenging students. The alternative provision has been established for students who are at risk of permanent exclusion and or require re-engagement with learning. Our aim is that our students are engaged and challenged to achieve their individual goals.

Be part of an onsite alternative provision within a mainstream school setting with a purpose built £1 million building. To promote the vision and values of the academy by working with students and staff to promote a positive Culture for Learning. The Alternative Provision Support Worker will play a central role in supporting students to ensure the smooth running of the academy environment. In addition, being responsible for the day-to-day running of the ACE Alternative Provision to support students with their pastoral and academic needs.

### Job Description:

- Provide pastoral care and support for all students attending ACE and external Alternative Providers whilst liaising with parents/carers.
- To support the ACE Provision Director to manage day-to-day behaviour and attendance issues, including running an effective rewards programme and group activities.
- Liaising with Student Guidance and outside agencies where appropriate to maintain on-going support for a student.
- To support the academy and ACE Provision in covering teaching/support staff TA absences.
- Make appropriate student referrals as directed by the ACE Provision Director and Safeguarding Lead.
- Completing and contributing to multi-agency, Annual Review meetings, ANP’s and academy case studies.
- Developing faculty resources for the provision, including the regular updating of noticeboards, student targets, rewards and lesson resources.
- Carry out monitoring visits to students accessing Alternative Providers, e.g Workplace, TLP etc. and update regularly risk assessments and obtain parental /guardian’s signatures for these.
- Assist pastoral teams by telephoning parents of any students with behavioural issues.
- To support students transitioning from the ACE provision to the mainstream.
- To assist the academy in tutoring when required in the main school/ACE provision.
- Support the academy and ACE Provision in the reintegration of school non-attenders in the after school project from 3.00 – 4.00.
- To support the SEND Team by providing reports on students’ progress within the transition process.
- Assist with On calls, Learning Recoveries and other aspects of the Culture for Learning Policy.
- To enter all behaviour data onto SIMS/Class charts
- To supervise students in all areas of the sites, including break and lunchtimes, as required.

- To support with the management of the behaviour of students, to ensure a constructive environment following the Culture for Learning policy at all times.
- To provide support to targeted students in lessons as directed.
- Deal with any immediate problems or emergencies as per academy policy.
- To carry out the above duties in accordance with the academy's Equal Opportunities Policy and Safeguarding Policy.
- To develop purposeful relationships with each faculty and team within the academy
- To adhere to professional and staff codes of conduct at all times.
- To undertake any reasonable requests as negotiated with line manager or Principal.
- To participate in Performance Management reviews.

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 school 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.

### Person Specification:

| Criteria       | Essential  | Desirable   |
|----------------|--|---|
| Education      | a minimum of Grade C at GCSE (or equivalent) in English and Maths  | evidence of further personal and professional development |
| Qualifications | no specific job related qualifications, however a level of understanding of working with vulnerable students is required |   |
| Experience     | have experience of working with young people in a school environment<br>Delivery of small group work to young people     |   |
| Knowledge      | awareness of SEND issues<br>awareness of behavioural issues  |   |

|                                   |  |  |
|-----------------------------------|--|--|
| Skills and Abilities              | <p>to be hardworking and committed to the vision of the Academy</p> <p>to be focused, aspirational, independent and resilient</p> <p>to aspire to “Be Brilliant” in all that you do</p> <p>effective ICT skills</p> <p>a positive and cheerful personality.</p> <p>good organisational and communication skills</p> <p>the ability to work independently and as part of a team</p> <p>the ability to use your initiative</p> <p>be a person of integrity and able to maintain confidentiality</p> <p>able to display empathy</p> <p>a good sense of humour</p> |  |
| Commitment and other requirements | <p>required to attend appropriate training and development</p> <p>required to attend extra-curricular activities as appropriate</p>  |  |