

THE
Eastbourne
ACADEMY

Behaviour Support Assistant
The Eastbourne Academy
Information



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Welcome

Dear Applicant

Welcome to your first step in becoming part of The Eastbourne Academy.

We are a well-established school in East Sussex which continues to go from strength to strength

The Eastbourne Academy is set in the picturesque seaside town of Eastbourne, surrounded by the beautiful South Downs . We are fortunate to have excellent buildings with modern resources which provide a warm, welcoming and friendly place to learn that challenges everyone to be their best. With easy train links to Hastings, Lewes, Brighton and London, schools, colleges and universities nearby and plethora of tourist attractions on our doorstep, it really is a wonderful place to live and work.

At The Eastbourne Academy we believe that learning is our core priority. We recognise that continually striving to improve the quality of teaching and learning is key to securing high levels of achievement for all. We aim to foster each student's unique strengths and talents whilst meeting their needs and raising their academic and social aspirations. Students of all abilities will be given every opportunity to learn in order to achieve their full potential. We aim to achieve this by creating a stimulating learning environment where high expectations, and the use of digital technologies are the norm. Every student and teacher is equipped with technology that helps bring subjects to life and supports learning in an exciting and innovative way.

Academic and personal excellence are at the heart of The Eastbourne Academy's curriculum intent. Endeavouring to provide the highest quality education for all, we strive to equip students with the knowledge they need to gain and maintain employment and independence.

We recognise that qualifications are the stepping stone to employability, but also that high aspiration and strength of character are the foundations for long term success.

A wide range of student leadership, arts and sports programmes, trips and visits, and extra-curricular opportunities ensure that the curriculum extends beyond the classroom.

Students will leave The Eastbourne Academy with the essential knowledge and attributes they need to be fully rounded and educated citizens who will be prepared for whatever the future may bring.

This could be your first step to becoming part of this vibrant, successful and inclusive learning community, where both students and staff thrive. I invite you to come and see for yourself what makes us so special.

Kind regards,



Mr Dan Wynne Willson
Headteacher



Mrs Rachel Gough
Secondary Improvement Lead

Job Description

Job Title: Behaviour Support Assistant
Grade: SAT C
Responsible to: Behaviour Support Coordinator

Purpose of the Job:

- To provide administrative support to the Community Manager and / or Senior Assistant Principal in relation to student behaviour, attendance and wellbeing.
- To provide pastoral support and guidance to students within the designated year group.

Job Context

- To subscribe to the ethos and practice of The Eastbourne Academy and to work to support the success and ongoing improvement of the students and staff within it measured against national benchmarks.
- To meet the expectations of the relevant codes of conduct for support staff and to maintain high standards of personal performance.
- This role has a major responsibility for safeguarding and promoting the welfare of children and young people.
- This job description may be amended at any time following discussion between the Principal, Senior Assistant Principal and the Community Assistant and it will be subject to Annual Review.

Main duties and responsibilities (Accountabilities):

- To deputise for the Community Manager in his/her absence.
- To have high expectations of all students and demonstrate commitment to raising students educational achievement.
- To respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- To ensure that day to day aspects of the year group run smoothly and efficiently.
- To ensure consistently high standards of work and behaviour from students within the year group.
- To work effectively as part of a team with other staff.
- To assist in sustaining a safe, secure and healthy school environment. To support and input data to record the attendance of students so that the year group meets the national average, or are making rapid progress towards it by effectively mentoring key students
- To support and input data to record the behaviour of students so that Fixed Term Exclusions (FTE) are below the national average, or are making rapid progress towards meeting that target by effectively mentoring key students.
- To track behaviour and provide data for the senior leadership team and governors.
- To foster positive relationships with parents, guardians and carers by leading meetings and making telephone calls.
- To effectively record minutes of any meetings
- To liaise regularly and effectively with the Senior Assistant Principal (Behaviour and Attendance).
- To support the Academy detention system at break time and after school.
- To set an excellent example personally and professionally and to contribute where necessary to public events and occasions as appropriate to the role.

Job Description

- To be responsible for completing all necessary documents related to students being “off rolled” and “withdrawal from education” (Holiday requests).

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust service.

Person Specification

Qualifications	ESSENTIAL/ DESIRABLE
A good standard of education across a range of subjects	E
Experience of working with children with a variety of educational needs	D
Experience	
Experience in the use of IT & digital technologies to support students' learning	E
Experience in the use of IT, including ipads and chromebooks	D
Knowledge and Skills	
A good standard knowledge of how children learn and how to motivate them.	E
A basic knowledge of how to support	E
Children in literacy and Numeracy	E
A basic knowledge of Health & safety requirements in a school environment.	E
A basic knowledge on developing strategies to de-escalate an escalation in a child's mood or behaviour	E
Ability to use language and other communication skills that students can understand and relate to	E
Ability to demonstrate active listening skills	E
Ability to empathise with the needs of young people	E
Ability to work within and apply all Academy policies, including Behaviour Management, Health & Safety and Equal Opportunities	E
Ability to work effectively with colleagues	E
Ability to maintain complete confidentiality on all Academy matters.	E
Personal Qualities	
Reliability, honesty and a commitment to maintaining confidentiality.	E



Working at The Eastbourne Academy

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Christmas Closure
- Cycle to Work scheme

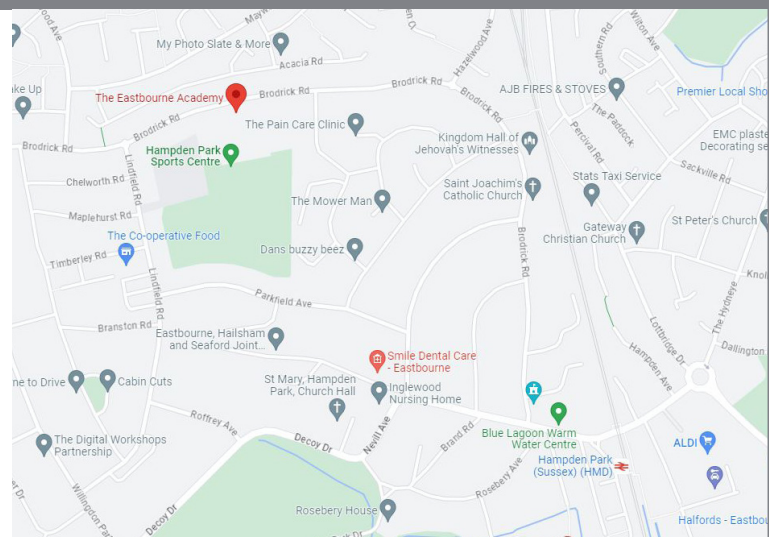
Finding Us

The Eastbourne Academy
Brodrick Road, Eastbourne, BN22 9RQ

01323 514 900
tea-office@swale.at

Closest Train Station: Hampden Park (Sussex)
Approx. 18 minute walk

Closest Bus stops:
Brodrick Road - 1A, Loop (3 minute walk)
Percival Road - 8, Loop (11 minute walk)





The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. The SAT Application Form can be found [here](#).

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on swale.at website. Completed forms can be sent to casey.rose@swale.at or by post to the following address:

Mrs Casey Rose
The Eastbourne Academy
Brodrick Road,
Eastbourne,
East Sussex
BN22 9RQ

The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Eastbourne Academy may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>

Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



Swale ACADEMIES TRUST

