



Special Support Assistant Recruitment Pack



'Working in partnership to ensure that every learner's success is at the heart of all we do'

Special Support Assistant Job Recruitment Pack

Bury College Education Trust is a growing Multi-Academy Trust established in 2014 serving schools in the borough of Bury.

Our Mission

Working in partnership to ensure that every learner's success is at the heart of all we do.

Our Vision

We will equip all our learners with the education, knowledge, skills and mindset to thrive in an ever-changing world by:

Removing	Providing	Building	Inspiring
removing barriers for all	providing world class teaching and learning experiences	building resilience; empathy and a growth mindset	inspiring creativity; adaptability and a life-long love of learning

Our Values

At Bury College Education Trust we all recognise the values of:

- believing in ourselves.
- accepting help in order to achieve our goals and
- respecting and helping others.

Our Ambition

At Bury College Education Trust, we aspire to:

- develop school communities where every individual can flourish.
- provide an exciting, inspirational curriculum, grounded in Literacy and Mathematics that strongly reflects 21st century technologies.
- raise attainment and achievement by empowering children, parents and our local communities.
- achieve excellence for all and make a positive impact in the wider education system and the communities we serve.

SPECIAL SUPPORT ASSISTANT REQUIRED

Bury College Education Trust are seeking to appoint a positive and energetic Special Support Assistant to work at Park View Primary School. This will be a temporary position until 31st August 2025, as this role is subjected to and directly linked to the funding stream for SEND.

Do you have the drive, passion, and commitment to deliver outstanding support to help young people. If so, joining the Bury College Education Trust support team might just be the best career move you ever make. This is your opportunity to join a dedicated team of support staff who are committed to providing the best possible education for our pupils.

Who we're looking for -

We're looking for a dedicated individual to provide tailored support to our pupils. You will be committed to making a positive difference to young people's lives and in supporting and developing their learning. Your intervention will help enable an outstanding learning environment for our young people, providing the support they need to succeed.

The successful candidate will be a committed team player with excellent organisational and technical skills. You will have the ability to effectively support learning and teaching, and to develop relationships across our school and the BCET community.

You will have:

- NVQ Level 2 Teaching Assistant or equivalent.
- Working with children in a school setting.
- Experience of working with children with SEND.
- The ability to maintain positive relationships with pupils and other adults.
- The ability to work with pupils on a one to one, small groups and whole class.

Application Process

To apply for this vacancy please complete the job application and return to Mrs Emma Udall, Headteacher at Parkview@bc-et.co.uk. You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.

Our Commitment

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Post details;

Grade 6 – Actual Salary £16,718 (Term time only 30 hours pw)

This will be a temporary position until 31st August 2025, as this role is subjected to and directly linked to the funding stream for SEND.

Bury College Education Trust is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

The successful applicants will be required to complete an enhanced DBS check a satisfactory medical report arranged by school and satisfactory references.

Park View Primary School is part of Bury College Education Trust, and you may from time to time be required to work at any of our other academies

SPECIAL SUPPORT ASSISTANT JOB DESCRIPTION

Responsible to: Headteacher
Location: Park View Primary School

JOB DESCRIPTION

JOB PURPOSE:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

JOB SUMMARY:

1. Provide outstanding support to enable pupils with additional needs including those with SEN to play a full and active part in the life of the school and to make outstanding progress in their learning.
2. Support pupils in their educational and social development.
3. Motivate and encourage pupils.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for Pupils

- 1.1 Provide support for pupils with an Education Health Care Plan (EHCP), whilst employing teaching strategies to encourage pupils to work with increasing independence within a group and class.
- 1.2 Adapt or modify materials and resources to ensure full access to a broad and balanced curriculum.
- 1.3 Support pupil access to the curriculum by differentiating learning activities where appropriate.
- 1.4 Develop a positive relationship with the pupil to support progress and attainment and promote self-esteem and independence.
- 1.5 Support the pupil as part of a planned inclusion programme and provide intervention strategies and programmes as requested.
- 1.6 Provide feedback to the pupil on their progress, achievement and attainment.
- 1.7 Support the use of ICT in learning activities.
- 1.8 Deliver intervention and support strategies for specific pupils as directed by the teacher.
- 1.9 Provide intimate care to pupils including tasks associated with continence and menstrual management as well as more ordinary tasks such as help with washing, toileting or dressing.

2. Support for Teachers

- 2.1 Provide advice and support to teachers and other support staff as to the most effective methods of support for pupils with learning needs.

- 2.2 Work with the teacher in lesson planning, One Page Profiles (OPPs), Education, Health and Care Plans (EHCPs) targets, evaluating, and adjusting lessons / work plans as appropriate for pupils with SEND.
- 2.3 Liaise with external services as requested to receive and disseminate advice given to effectively support pupils across curriculum areas.
- 2.4 Liaise sensitively and effectively with parents and carers and participate in feedback meetings with parents under the teacher's supervision.
- 2.5 Attend specific training as and when required or requested by the SENDCO.
- 2.6 Assist in pupil supervision and management of pupil behaviour, in line with school procedures.
- 2.7 Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of records and systems as requested.
- 2.8 Support the teacher by contributing to the delivery of local and national learning strategies and recording achievement, progress and providing feedback to the teacher.
- 2.9 Report on pupil achievement, progress and issues in a suitable format.
- 2.10 Administer and contribute to assessments as required.
- 2.11 Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- 2.12 Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- 2.13 Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupil's work.
- 2.14 Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- 2.15 Manage the compilation of records, information and data.
- 2.16 Administer and assess routine assessments and accurately record achievement / progress.
- 2.17 Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 2.18 Assist the teacher in other everyday classroom duties as and when required to do so.

3. Support for the School

- 3.1 Support the maintenance and enhancement of the school's ethos and mission through their own outstanding professional conduct and high expectations of others.
- 3.2 Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection.
- 3.3 Assist in providing an atmosphere in which effective learning can take place.
- 3.4 Support the promotion of positive relationships with parents and outside agencies.
- 3.5 Work within school policies and procedures.
- 3.6 Attend and participate in individual and team meetings as required.
- 3.7 Undertake personal development and improve own practice through training, observation, evaluation and discussion with colleagues including performance management and use this to support others.
- 3.8 Accompany teaching staff and pupils on visits, trips, out of school activities and enrichment programmes and take responsibility for a group under the supervision of a teacher.
- 3.9 Assist with the supervision of pupil out of lesson time.
- 3.10 Work as part of a team and support the role of other people in the team.

4. Other Responsibilities

- 4.1 Promote the Trust's vision to inspire aspiration, self-belief and resilience in all of the children in our schools.
- 4.2 Champion the Trust's values of **Resilience, Empathy, Self-awareness, Perseverance, Excellence, Communication and Teamwork**
- 4.3 Contribute to the wider life of the Trust and the Bury College Education Trust Academy community.
- 4.4 Carry out any such duties as may be reasonably required by the Trust.

5. Records Management

- 5.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

This appointment is with Bury College Education Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the Bury College Education Trust Contract.

PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
QUALIFICATIONS				
1.	NVQ Level 2 Teaching Assistant or equivalent	E	✓	
2.	Strong academic record including Maths and English GCSE grade C (or equivalent) or better	E	✓	
3.	First Aid qualifications	D	✓	
4.	Evidence of continuous professional development	E	✓	
EXPERIENCE				
5.	Working with children in a school setting.	E	✓	✓
6.	Experience of working with children with SEND.	E	✓	✓
7.	Contributing to development, monitoring and review of Individual Education Plans.	E	✓	✓
8.	Working within a primary school.	D	✓	✓
9.	Experience of assessment within a Primary School context	D	✓	✓
10.	Supporting pupils who have specific difficulties	D	✓	✓
11.	Working with pupils who have physical disabilities	D	✓	✓
12.	Experience of communicating with parents within a school setting	D	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
13.	Ability to maintain positive relationships with pupils and other adults.	E	✓	✓
14.	Ability to work with pupils on a one to one, small groups and whole class.	E	✓	✓

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview /Task
15.	Ability to contribute effectively to teachers' planning and preparation for lessons.	E	✓	✓
16.	Ability to support teachers in evaluating pupils' progress through a range of assessment activities.	E	✓	✓
17.	Ability to monitor pupils' responses to learning and modify approach accordingly	E	✓	✓
18.	Ability to work effectively within a team.	E	✓	✓
19.	Effective classroom and behaviour management skills.	E	✓	✓
20.	Ability to communicate effectively in community languages.	D	✓	✓
21.	Knowledge of strategies to support pupils with additional needs but particularly ASD/Communication Difficulties	E	✓	✓
22.	Good ICT skills for word-processing and use of learning software, including online resources.	E	✓	✓
23.	Knowledge of the national curriculum.	E	✓	✓
PERSONAL QUALITIES				
24.	A passionate belief in the school's mission statement.	E	✓	✓
25.	Highest levels of professional and personal integrity.	E	✓	✓
26.	A strong commitment to inclusion and overcoming barriers to learning and achievement.	E	✓	✓
27.	Personal resilience, persistence and perseverance.	E	✓	✓
28.	Commitment to undertaking additional training where required.	E	✓	✓
29.	Clear understanding of, and respect for, confidentiality	E	✓	✓
30.	A passionate belief in the Trust's vision to inspire aspiration, self-belief and resilience in all of the children in our schools.	E	✓	✓
31.	A strong commitment to the Trust values of Resilience, Empathy, Self-awareness, Perseverance, Excellence, Communication and Teamwork.	E	✓	✓
32.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
33.	Commitment to support Bury College Education Trusts' agenda for safeguarding and equality and diversity.	E	✓	✓



Post	Special Support Assistant
School	Park View Primary School
Ref. No. (BCET to allocate)	
Closing Date	5th December 2024

APPLICATION FORM

Thank you for your interest in employment with Bury College Education Trust.

Please read the Guidance Notes carefully,
(you will find these on the inside of this form)
and study the enclosed Role Description, Person Specification and other information.

If you are completing this application form by hand, please use **black** pen or typescript,
also ticking each box where appropriate and return to:

Mrs Emma Udall, Headteacher
Park View Primary School
Park View Rd, Prestwich, Manchester M25 1FA

If you require any assistance in completing the application form please
contact the school on the email address above or on 0161 798 7632.

**Do not enclose your own CV with this application form
as it will not be considered by the shortlisting panel.**

Section A – Personal Details

Personal information will not be made available for shortlisting except when required as a genuine occupational qualification.

Title <i>Mr, Mrs, Miss etc</i>		Surname	
First names			
Address			
		Postcode	
Telephone number - Home	-	Work	-
		Mobile	
Email address*			
*Only complete email address if you are willing to be contacted using this method			
Current salary (<i>if applicable</i>)		IFL Ref (<i>teaching positions only</i>)	
National insurance number		DFES Ref number (<i>teaching position only</i>)	
		ISA Ref number	
Do you have a current driving licence?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
<p>Referees</p> <p>Please give the names and addresses of two people, at least one of whom should be your present employer (if applicable), who can be consulted regarding your suitability for the post. If your referees know you by another name, please specify. These references will be applied for as part of the selection process.</p>			
Name		Name	
Address		Address	
Telephone number		Telephone number	
Occupation		Occupation	
Email address		Email address	
Are you related to a member or employee of Bury College Education Trust?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
If Yes, please state to whom and how you are related			

If you do not wish Bury College Education Trust to take up references prior to interview – please tick this box

Section C – Knowledge Relevant to the Post

This section tells us about the knowledge you have that relates to the Post for which you are applying. The knowledge and qualifications we are looking for are outlined in the Person Specification. In the sections below you should show how you meet these requirements. List below examination results and professional qualifications including training acquired.

C1 Education and Training

Education after age 11	Full-time or Part-time	Qualifications Awarded

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C2 Details of in-house training courses research experience, publications, examinerships and memberships of professional bodies.

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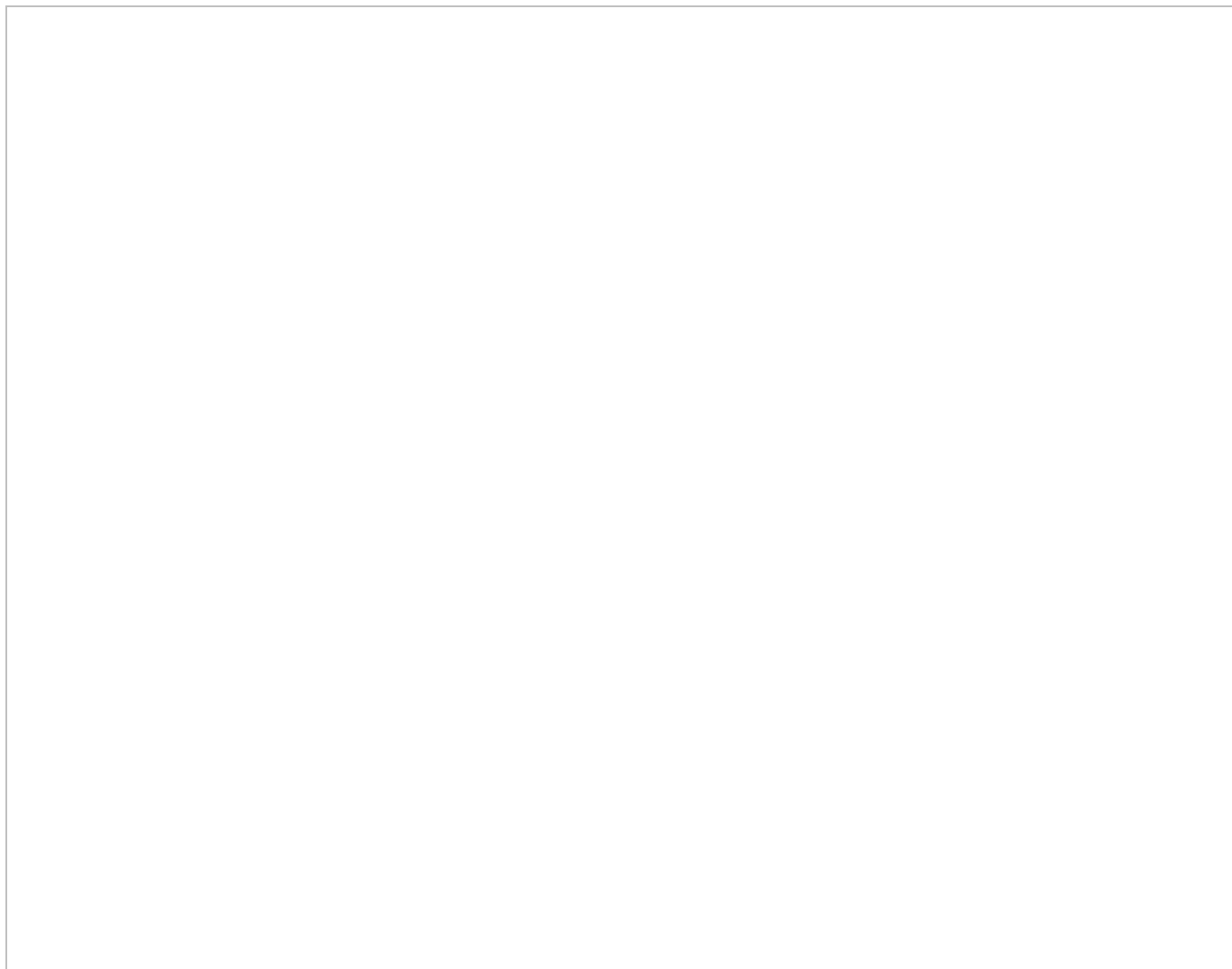
Section D – Experience

The Person Specification lists a number of key areas of experience essential to the post. Please demonstrate how your experience meets each of these requirements.

Please continue on a separate sheet if necessary and use **ONLY** your individual application reference number found on the front cover to identify additional sheets.

Section E – About Yourself

Is there anything else you want to say about yourself in support of your application? Please include any specific skills, aptitudes or personal qualities you have which you feel are important to this post.

A large, empty rectangular box with a thin black border, intended for the applicant to write their response to the question above. The box is currently blank.

In the interests of economy, we ask you to accept that if you have not heard from us within four weeks after the closing date for the post, you will not have been invited for an interview. If you wish receipt of your application to be acknowledged, please enclose a stamped addressed envelope.

Section F – Disclosure and Barring

This section will be separated from your application on receipt, kept securely during the recruitment process and destroyed thereafter. It will not be seen by the staff responsible for shortlisting.

As Bury College Education Trust meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a Disclosure and Barring check before the appointment is confirmed. All convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared below.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).

A written Policy Statement on the Recruitment of Ex Offenders is available from the Personnel Section.

Please list details of all criminal convictions or offences which are not protected below.

Date of conviction	Nature of summons / charge / caution / allegation	Court	Sentence or order

If none, please enter none

We have to safeguard children and vulnerable adults, therefore you are asked to provide the following information, any allegations, disciplinary investigations, child protection concerns, whether you are subject to a child protection plan or have had a child for whom you have responsibility, removed from you or placed in care. Please provide details below.

If none, please enter none:

Declaration

I confirm that the information given above is correct. I understand that if I am appointed to this post, a Disclosure from the Disclosure and Barring Service will be requested and I give my consent to this. My consent is conditional upon Bury College Education Trust complying with their obligations under the DBS Code of Practice.

Signed		Name	
Post applied for			

Section G – Equal Opportunities Monitoring

Bury College Education Trust is committed to being an equal opportunities employer, selecting staff on the basis of ability and the requirements of the post. In order to monitor the effectiveness of our "Equality of Opportunity Policy", we request all applicants to complete this section of the form. This section will be separated from your application on receipt and kept securely. It will not be seen by the staff responsible for shortlisting or interviewing.

Post applied for		Reference no (BCET to allocate)	
Surname		First names	
Gender	Female <input type="checkbox"/> Male <input type="checkbox"/>	Age	
Ethnicity. Please describe your ethnic origin (tick one box only).			
Asian or Asian British - Bangladeshi		Mixed – White & Asian	
Asian or Asian British - Indian		Mixed – White & Black African	
Asian or Asian British - Pakistani		Mixed – White & Black Caribbean	
Asian or Asian British - Any Other		Mixed – Any Other	
Black or Black British - African		White British	
Black or Black British - Caribbean		White Irish	
Black or Black British - Any Other		White – Any Other	
Chinese		Not known/Not Provided	
		Any Other (please specify)	
Disability	Disability is defined as "A physical or mental impairment which has a substantial and long term adverse effect on ability to carry out normal day to day activities"		
Disability. Do you consider yourself to have a disability?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If YES, please specify the nature of the disability.			
If you are invited to interview will you require any special arrangements to be made? If so, please give details:			
N/A			
Do you require a work permit to work in the United Kingdom?			
		Yes	<input type="checkbox"/> No <input type="checkbox"/>
If you answer Yes, please supply details on a separate sheet of paper			
Recruitment Source. Where did you see or hear of this vacancy?			
Internal Advertisement	<input type="checkbox"/>	Internet	<input type="checkbox"/> - greater.jobs
Press Advertisement	<input type="checkbox"/>	- please specify Newspaper / Publication	

I give my consent to Bury College Education Trust recording and processing information about me in the above categories in order to monitor the effectiveness of its “Equality of Opportunity Policy”. My consent is conditional upon Bury College Education Trust complying with its obligations and duties under the Data Protection Act 1998. All of the information provided in the application form is accurate and I understand that falsification of information may lead to my dismissal if I am successful.

Signed		Date	
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GUIDANCE NOTES

Please read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide on this form.

Section A

Personal Details – It is important that you complete this section accurately and in full, as the information requested is required to process your application. Please do not leave any section blank.

References – References are requested for all shortlisted applicants for posts. A reference from your current, or most recent employer will normally be required before an offer of employment is made.

Section B

Work History – When completing this section, it is important that you include any part-time, voluntary or community work you may have done since these may reveal relevant skills.

Section C

Knowledge Relevant to the Post – Any qualifications which are required for the post will be set out in the Role Description, and you should list these in this section. You may also like to include other qualifications you possess or training courses you have attended which you feel are relevant to the selection criteria for the post.

Section D

Experience – Please do not submit a job history or curriculum vitae. This is the most important section of the form, as this is where you make out your case for the post. Here you should provide evidence that you possess the skills / knowledge and experience required, preferably by giving specific examples. Do not forget to include the skills / knowledge and experience you have gained outside paid work and through training.

Section E

About Yourself – In this section include anything which you wish to say about yourself that you feel is relevant, but has not been included elsewhere, including any skills.

Section F

Disclosure and Barring – Please read this section carefully, ensure that the information you provide is accurate and sign the Declaration.

Section G

Equal Opportunities Monitoring – The information you provide in this section will enable the Trust to monitor its recruitment process in relation to its “Equality of Opportunity Policy”. The information obtained will be treated as confidential and used only for monitoring purposes.