



Candidate Recruitment Pack

**Midday Supervisory Assistant
Pathfinder Academy – Douglas Bader**

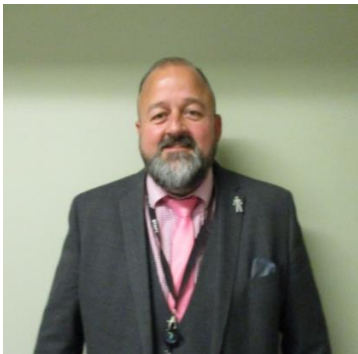
Applications considered upon receipt

www.unityeducationtrust.uk

sselmi@dba.unity-ed.uk

A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

Specialist

Pathfinder School –
Brooklands, Danby Wood, Douglas Bader,
Hooper Lane, Brooklands, Rosebery

Compass –
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

Our School – UET Pathfinder Douglas Bader Academy

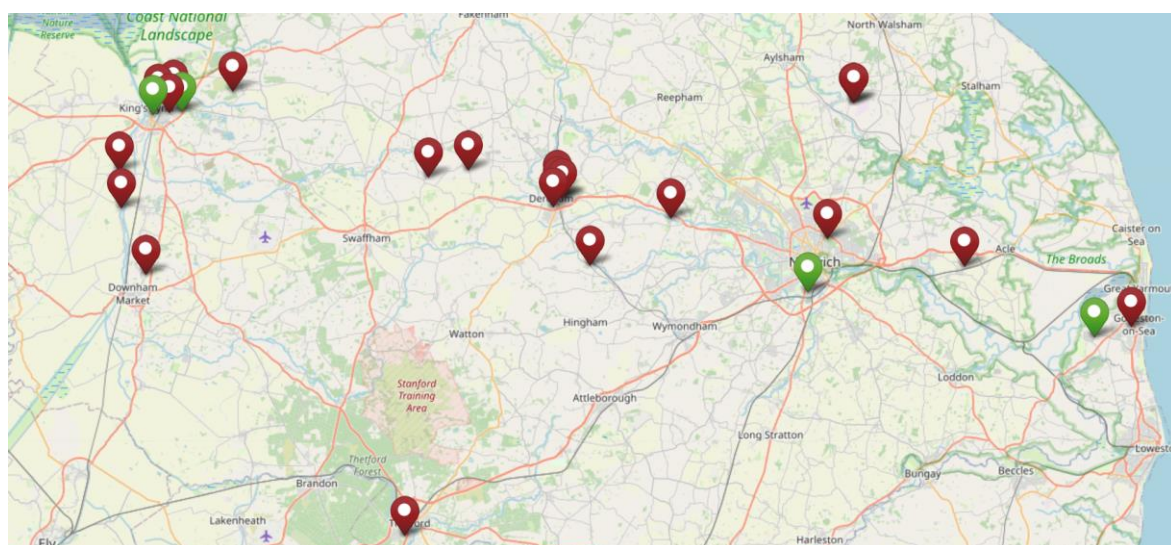
We provide educational pathways for young people who, for a variety of reasons, are not attending mainstream school.

We can cater for up to 86 children from Y1-11 and work in close partnership with parents/carers and our wider community. Our older students can also access courses at our vocational Hub, located at Locksley School. Following an assessment and induction programme, our young people are placed on pathways, which are closely matched to needs. They are offered the bespoke support they need within a highly personalised programme. Every child is allocated a ‘champion’, a member of senior staff who is an advocate and key worker for the child. This is in addition to their form tutor and teachers.

As a short stay school, we develop the potential of every child to empower them and give them the confidence to play a positive role in society as responsible citizens. We understand that some of our children have experienced difficulties in education and we are proud of the opportunities for positive reflection and change that we provide.

Our school operates with warmth, mutual respect, high standards and a commitment to enabling all learners to fulfil their potential and we constantly seek to raise student aspirations.

We aim high and believe all can succeed. I am very proud to lead a staff team that work collaboratively with our young people to develop positive relationships, resilience and trust, which enables them to progress onto college, to specialist provision or to return to mainstream education.



Underpinning principles



Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



Job Description

Midday Supervisory Assistant

JOB DESCRIPTION

Job Title	Midday Supervisory Assistant
Location	Pathfinder School – Douglas Bader
Grade	B
Responsible to	Head of School
Responsible for	Provide direct learning support to pupils in the Short Stay School with behavioural, emotional and social difficulties.
Effective Date	February 2023

Role and Context

Job Purpose	<p>The role will involve supporting young children whilst they eat hot school meals or packed lunches and supporting children at play on the playground or in a class room.</p> <p>Ensuring we comply with health and safety regulations, and with school procedures.</p>
Context	<p>Pathfinder schools are responsible for provision and support for pupils temporarily out of school or at risk of exclusion.</p> <p>The establishment underpins the behaviour support continuum (working closely with Children In Need teams, Corporate Parenting teams and specialist LA wide CS teams) and ensures education provision which can be sited in a variety of venues, as well as outreach work to support pupils both in schools as part of behaviour support and other settings as part of curriculum delivery and reintegration.</p> <p>The Pathfinder schools have 5 locations at Locksley, Douglas Bader, Rosebery and Brooklands, Hooper Lane each working with a cluster of schools and local alternative provision providers.</p>

Principal Accountabilities

<ol style="list-style-type: none"> 1. General assistance in the dining area as necessary, e.g. cutting up food, wiping up spillages and reminding children of behaviour expectations, to ensure a safe and happy lunchtime environment for all. 2. Supervising and children as they play outside and organising activities and games, e.g. helping children with skipping, ensuring children take turns supporting aiming and target games such as goal practice or ball skills. 3. Providing care and reassurance to any children hurt; physically or emotionally (including basic first aid when required).
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Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Skills/Knowledge	<ul style="list-style-type: none">▪ Empathy with children.▪ Ability to communicate with children and adults.▪ Flexibility▪ Team player▪ Knowledge of school standards and procedures.▪ Knowledge of health and safety regulations within a school environment.▪ Basic Health and Safety Training, plus awareness of how to obtain information on children's allergies or asthma, etc.
Physical attributes and other circumstances	<ul style="list-style-type: none">▪ Ability to physically fulfil the responsibilities of the post.▪ Willingness and ability to attend appropriate meetings and training.▪ Reasonable personal presentation.▪ Excellent punctuality

General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



Joining Us

LOCATION

The post will be located at Douglas Bader Academy. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

REMUNERATION

The current salary for the post is within the range:

Salary: £5,592 Annual Actual (£24,796 FTE)

This post is Scale B. Point 3. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

HOURS OF WORK

The normal working week is one of 10 hours, Term Time only. This is a permanent position.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

BENEFITS

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

Terms and Conditions

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website www.unityeducationtrust.uk

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

If you would like an informal discussion. Please contact Julie Wilson, Head of School by emailing sselmi@dba.unity-ed.uk



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Norfolk
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