



Recruitment Pack

EDUCATIONAL SUPPORT ASSISTANT

MATERNITY COVER

NOVEMBER 2025

Grade 3, Point 5-6

31.17 hours per week, Term time only.

Actual salary £18319 - £19030

<https://mynewterm.com/jobs/146367/EDV-2026-CHA-69237>



Vision

To achieve academic excellence, develop character, and raise aspirations for all at **Castle Hall Academy**



Academic
Excellence



Develop
Character



Raising
Aspirations

Key Drivers



Heart

Developing a
strong moral
compass



Mind

Developing our
capacity to
think



Communication

Communicating with
people and cultures
outside of ourselves

Mission

To become an academy

‘where hearts and minds connect’



Academic Excellence



Developing Character



Raising Aspiration

At Castle Hall we work hard every day to deliver academic excellence, develop character and raise aspirations in everything we do. We exist to tackle educational disadvantage. We have high expectations of students and staff and strive to become better every day creating exceptional learners.

The SEND department is a high performing team with strong values, work ethic and mutual sense of purpose. The team care about the little things, enjoy collaborative working and share unrelentingly high standards.

We have invested significantly in our buildings and environment in recent years with upgrades to all teaching rooms, new heating and windows as well as refurbishment to our science block and a brand-new gymnasium.

We value staff wellbeing and are constantly seeking ways to support and develop our staff body. We have no staff meetings outside of the Academy Day and also, have a 1:25pm finish on a Friday.

I am proud to be Headteacher at Castle Hall Academy. I believe that all students deserve access to a world-class education. We have worked hard over the last 5 years to improve the provision for our students and community and the students at Castle Hall are now making excellent progress. I tell students frequently how lucky I am to be part of such a fantastic Academy with amazing students, if you too would like to be able to say the same then Educational Support Assistant could be the job for you!



Paul Brook
Headteacher



Academic Excellence



Developing Character



Raising Aspiration

High expectations of students...

We have high expectations of our students and expect them to be displaying the characteristics of good learners at all times to ensure success in all aspects of their life at Castle Hall Academy.



Characteristics of Exceptional Learners



Reasoning

I ask questions about my learning and independently work things out for myself.



Resilience

When things get challenging, I never give up and learn from my mistakes.



Responsibility

I choose to do the right thing even when nobody is watching.



Respect

My behaviour is exceptional. I show respect for all in my community.



Reflection

I take every opportunity to review and develop my learning and behaviour.

Work hard, be kind and follow staff instructions - everybody, everyday



Academic Excellence



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Job Description

Educational Support Assistant

Purpose

To contribute to the learning and development of children within the Academy. The role involves a combination of support on a one to one and small group basis. The post involves working in partnership with parents/carers and families to build confidence and trust.

Responsibilities:

- Demonstrate passion and enthusiasm for Castle Hall Academy's vision and core values
- Uphold and promote the Academy's values and vision.
- Provide students with clear behaviour expectations and support strategies for regulation.
- Liaise with the Teacher to ensure that needs of pupils are met and progress is monitored.
- Supervise activities and learning tasks for students.
- Ensure learning strategies are effective and meet the needs of the students, as directed by the Teacher.
- To participate and assist in supervision of educational visits, in conjunction with the Teacher.
- Respond to the needs of students in a calm and controlled manner.
- Carry out any other reasonable duties as requested by the Headteacher.
- Manage own workload and that of others to allow an appropriate work / life balance.

Operational Management:

- Demonstrate good time keeping.
- Work efficiently to agreed deadlines.
- Ensure the high standard of support is evident at all times.
- Demonstrate integrity and the ability to communicate openly.
- Work in effective partnership with other leaders in the Trust.
- Attend meetings / training and carry out administrative tasks and duties as specified.

General:

- Demonstrate passion and enthusiasm for Castle Hall Academy's vision and core values and ensure these are always demonstrated.
- As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, ongoing performance development and through School communication.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.



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Person Specification

Educational Support Assistant

	Essential	Desirable
Experience of working with children and young people with SEND in a school or similar setting.	X	
Experience of assisting the Class Teacher in delivering the curriculum/interventions.	X	
Knowledge of the SEN Code of Practice, Keeping Children Safe in Education legislation, inclusion and equalities/safeguarding procedures.		X
Training specific to supporting children with special and additional needs		X
Level 2 Adult Numeracy and Level 2 Adult Literacy		X
NVQ3 for Teaching Assistants or equivalent qualifications (eg Level 3 Diploma in Supporting Teaching and Learning in Schools) or experience.		X
Understanding of early child development and the Engagement Model.		X
Understanding and commitment to the School's Equality and Diversity Policy and how this relates to the duties of the job.	X	
Knowledge of the national curriculum applicable to schools.		X
Effective use of ICT to support learning.		X
Ability to assist the Teacher in planning class activities.	X	
Ability to communicate effectively with pupils and staff members.	X	
Ability to relate to children/young people with special and additional needs and from diverse/social backgrounds.	X	
Ability to work effectively as a team member.	X	
Ability to work with children exhibiting behavioural difficulties/difficulties regulating.	X	
Commitment to ongoing personal training and development	X	



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