

SEMH Support Assistant (Evolve, 1-Year Fixed Contract)

Recruitment Information for Candidates



Contents

Chief Executive Officer's welcome.....	3
The Lower Academy.....	4
The Upper Academy.....	5
Job description, and responsibilities.....	6-7
Application Procedure.....	8-9
Staff Benefits.....	10
Maps.....	11



Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



Mr G.Smith B.Ed (Hons), NPQH
Chief Executive Officer



The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

The Lower Academy is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



The Upper Academy is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

Job Title: SEMH Support Assistant

Salary Range:	Band 3
Working weeks:	39 weeks (Term Time) and Parent/Open evening as required
Working Hours:	37 hours per week (08:00-16:00 Mon-Thurs and 08:00 – 15:30 Fri)
Contract:	1 Year Fixed

The Job Role

- To work as part of a compassionate, professional team to support and enable progress of vulnerable learners.
- To contribute towards the positive impact of the SEMH Enhanced Provision where every child has hope and the opportunity to reach their own potential regardless of their starting point.
- To provide high quality support for children who require targeted intervention to develop their social and emotional skills.
- To work under the professional direction of the Head of Provision, including contributing to a safe learning environment, consistent relationships, teaching, and assessment.

Provision Purpose

- To enable children with social, emotional, and mental health needs, including those who have experienced trauma and adversity, to make demonstrable progress in their social and emotional development and with their learning.
- To achieve agreed outcomes so that each individual child can remain in mainstream education and develop the necessary social and life skills required to be successful in future transitions.
- To be a centre of expertise for local schools to access support and knowledge about children with social, emotional, and mental health needs.

Key Accountabilities

- Establish safe, trusting relationships with pupils, acting as a role model, and setting high expectations.
- Ensure provision and school policies are followed and contribute to the positive ethos.
- Assist the Head of Provision to plan teaching and learning objectives and activities.
- Prepare for and teach individuals, or small groups, with guidance from a teacher.
- Assess pupils' work and recording progress as directed by the Head of Provision.
- Anticipate, co-regulate, and learn from children's stress-related behaviour in line with provision policies, and model reflective practice.
- Support parents/carers to engage in the partnership around their child's holistic education and attend relevant meetings.
- Conduct outreach support to students transitioning to named provider.
- Attend all relevant staff meetings and training as required.
- Participate in performance reviews and take responsibility for their own learning, development, and training needs.
- Other duties as reasonably required to support the effective running of the provision.

The ideal candidate will have the following attributes

- Excellent numeracy/literacy skills – equivalent to at least Level 2 in English & Maths.
- Good understanding of child development and learning processes.
- Good communication/interpersonal skills.
- Ability to follow instructions accurately.
- Work flexibly, purposefully and calmly when under pressure.
- Creative approach to problem solving.
- Effective time management skills.
- Ability to maintain confidentiality.
- Successful experience of working as a part of a team.
- Use of ICT effectively to support learning.
- Ability to effectively manage own wellbeing in a challenging, high paced environment where adults are often exposed to secondary trauma and challenging crisis incidents.

Desirable

- An understanding of the impact of trauma and adversity on a child's developing brain.
- To model and support reflective practice.
- Successful experience in a similar role.
- Able to use restrictive physical intervention, if required, in line with the provision policy and training (training will be provided).
- Working knowledge of relevant policies/codes of practice and legislation.
- Understanding of classroom/school roles and frameworks for teaching.
- Ability to use your own initiative and work independently.
- Have a full understanding of the work of Evolve.
- Willingness and flexibility to adapt routine to work outside normal working hours to attend work related meetings/activities as necessary.
- First aid trained.

Essential

- Be mobile, including a valid driving licence and use of car with appropriate business insurance.

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Recruitment & Cover Coordinator, Olivia Faustino on 01268498683 or email recruitment@basildonacademies.org.uk
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



Benefits of working at The Basildon Academies

- Variety of career pathways and opportunities across the trust – we value expertise
- Professional development funding and leadership training across both Academies
- Record number of internal promotions to middle or senior leadership, apprenticeship schemes, and teacher training offered
- Health and Wellbeing: Including free flu jab, reimbursed eye tests for VDU employees, Employee Assistant Program (EAP) providing confidential wellbeing support for employees and dependants, access to occupational health and decreased GP wait times
- Generous Pension contributions
- Access to onsite Fitness suite, available to staff Tuesday-Friday 4.30-6pm
- Staff enjoy complimentary tea and coffee in dedicated staff rooms, free toast every morning, and free fruit on Fridays
- Complimentary onsite parking
- Referral Scheme: Earn £250 for referring family and friends, following successful probation period.
- Reduced Nursery Fee: staff with children can enrol into the closely located nursery receiving a 10% discount and can opt for term time only childcare
- Employee Savings and Discounts. Eligible to sign up for Blue Light Discount, my teacher discounts (including support staff)
- Long Service Award: Enhanced annual leave, increasing to 27 days after 5 years of service.
- Annual salary increments not related to PMR for Main scale M1-M6 (teachers only)
- Centralised HR, Payroll, Finance and Recruitment teams onsite. Data team support – Pupil Progress, Bromcom, CPOMS, Edukey
- Access to full version of Office 365 and Canva free of charge
- Staff Social Events: Friday football, Seat to 5k, staff games and quizzes.
- Flexible Working and Leave of Absence Policy. Family friendly policy



