



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Onsite Alternative Provision

Support Assistant



Blue Coat

Church of England School
& Music College



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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

Headteacher – Blue Coat CofE School & Music College



It is my great pleasure to welcome you to our school community. At Blue Coat, we are dedicated to providing a nurturing and inspiring environment where every student can thrive academically, socially, and spiritually. Our rich history and strong Christian values guide us in fostering a sense of belonging and purpose among our students.

Our vision is "Living life in all its fullness". We exist to equip our students to live life in all its fullness by providing excellent education that is distinctively Christian and inclusive of all. We aim to provide a broad



and ambitious curriculum that offers all students the opportunity to flourish academically and achieve their God-given potential.

In John 10:10 in the Bible, we hear of Jesus saying that 'Life in all its fullness' is found in Him. It is God's desire to see us flourishing in abundant Kingdom living – so that inspires everything we are and all we do at Blue Coat.

We believe in the potential of every child and are committed to supporting their journey towards excellence. Our dedicated staff work tirelessly to create a dynamic and inclusive learning experience, encouraging students to explore their interests and develop their talents. We pride ourselves on the breadth and variety of our extra-curricular provision, with Music, Drama, and Sport playing a pivotal role in the wider educational experience we provide, demonstrating the importance of 'Togetherness' in our school community.

Our vision of 'Life in all its fullness' inspires and shapes our resulting school CHRIST values, which are at the heart of everything we do. As a school, we are proud of our diverse and vibrant community. We celebrate our students' achievements and encourage them to be compassionate, responsible, and active members of society. We strive to instil a love of learning that will last a lifetime, preparing our students to face the future with confidence and resilience.

We know that not all staff and pupils will be followers of the Christian faith, yet there is an expectation that all members of the school community are sympathetic and respectful of the place of individual faith in personal development. Our values therefore reflect the distinctiveness of the Christian faith and the Kingdom of God, yet can be applied by all stakeholders, no matter their spiritual or cultural background.

We look forward to welcoming you to Blue Coat

Lisa Henden – Headteacher (Blue Coat CofE School & Music College)

ABOUT THE ROLE

Post Title	Onsite Alternative Provision Support Assistant
Salary Range	Grade 4 point 6 – 14, £23,026 - £26,173, (FTE- £25,989 - £29,540)
Reporting to	Pastoral Lead
Status	Permanent, 37 hours per week, TTO plus 5
Flexibility	Flexible working available

Job Purpose

The Onsite Alternative Provision Support Assistant will play a key role in promoting positive behaviour, strong relationships and a culture of respect across the school. The post holder will provide proactive pastoral and behaviour support to pupils, staff and families, ensuring that the school's Relational Behaviour Policy is implemented consistently and effectively. The role requires a highly visible presence around the school and a commitment to safeguarding, inclusion and restorative practice.

Main Duties and Responsibilities

- Be a highly visible presence around the school, modelling professional standards, mutual respect and restorative practice at all times.
- Implement, promote and monitor the school's Relational Behaviour Policy, ensuring fairness, consistency and alignment with whole-school expectations around behaviour and attitudes.
- Provide proactive behaviour and pastoral support to pupils, helping them to regulate emotions, resolve conflict and develop positive relationships.
- Support staff in managing behaviour effectively, offering advice and strategies aligned with school policy and best practice.
- Design, implement and review bespoke behaviour support plans for identified pupils, ensuring relevant staff are aware of agreed strategies and interventions.

Collaboration and Partnership

- Work closely with the pastoral team, SENDCo and Senior Leaders to identify patterns of behaviour and design targeted behaviour improvement strategies.



- Liaise with families and external agencies as required, contributing to a joined-up approach to pupil support.
- Contribute to meetings, reviews and planning related to behaviour, pastoral care and inclusion.

Record Keeping and Monitoring

- Maintain accurate records relating to behaviour incidents, interventions and outcomes.
- Monitor and evaluate the impact of behaviour support strategies, providing feedback to senior leaders and contributing to continuous improvement.

General Responsibilities

- Uphold and actively promote the ethos and values of the IET Trust and Blue Coat School Coventry.
- Comply with all school policies and procedures, including those relating to health and safety, safeguarding and data protection.
- Undertake training and professional development as required to support the effectiveness of the role.
- Carry out any other duties appropriate to the grade and purpose of the role, as directed by the line manager.

Safeguarding and Child Protection

- Promote safeguarding, equality and inclusion across the whole school community, acting in accordance with statutory guidance and school policies.
- Act as a trusted adult for pupils, responding appropriately to concerns and escalating safeguarding issues in line with school procedures.
- Support vulnerable pupils, including those with SEND, SEMH needs or additional pastoral needs, ensuring barriers to learning are addressed.



Person specification – Onsite Alternative Provision Support Assistant

		Essential	Desirable
Education and Qualifications	Five GCSEs Grade C/4 and above or their equivalent including English and Mathematics	✓	
	An excellent standard of both written and oral English	✓	
	Willingness to undertake further relevant training	✓	
	Higher qualifications or relevant qualifications at A level or above		✓
	First Aid Qualification (or willing to be trained)		✓
Experience	Recent experience of working with young people either in a school setting, as a parent, or involvement in voluntary work such as a youth group, cubs, brownie or similar organisation	✓	
	Experience of communication with a range of individuals, including parents/carers and outside agencies	✓	
	Experience of using a range of computer packages including Microsoft Office	✓	
	Experience of working within in a school or educational environment		✓
	Experience of working with small groups in a tuition or intervention setting		✓
Skills and Knowledge	Knowledge of inclusion / SEND including Cognition and Learning (e.g. MLD), Communication and Interaction (e.g. ASD), Physical and Sensory (e.g. visual impairment) or Social, Emotional and Mental Health needs (e.g. anxiety)	✓	
	A good understanding of the needs and characteristics of students across the age range 11-19	✓	
	Knowledge and understanding of child development and the way children learn	✓	
	An awareness of, and sympathetic approach towards the difficulties likely to face children with special needs	✓	



	An understanding of equal opportunity issues and an awareness of what this involves	✓	
	An understanding of the roles played by various adults in a student's education		✓
	Knowledge of education initiatives		✓
Personal Qualities	Able to generate a positive approach to learning for all students	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is a Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

Arley Primary School, New Arley, Warwickshire (2024)

Blue Coat Church of England School & Music College, Stoke, Coventry (2020)

Clifford Bridge Academy, Binley, Coventry (2015)

Frederick Bird Primary School, Hillfields, Coventry (2024)

Hearsall Community Academy, Earlsdon, Coventry (2017)

Stockingford Academy, Nuneaton, Warwickshire (2019)

Walsgrave Church of England Academy, Walsgrave, Coventry (2015)

Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"

OUR TRUST



Arley
Primary Academy



Blue Coat
Church of Eng School
& Music College



Clifford Bridge
Academy



Frederick Bird
Academy



Hearsall
Community Academy



Stockingford
Academy



Walsgrave
Church of England Academy



Whittle
Academy

KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

**MIXED MAT – 2 CHURCH OF
ENGLAND SCHOOLS**

5,000+ PUPILS AS OF JAN 2024

709 STAFF

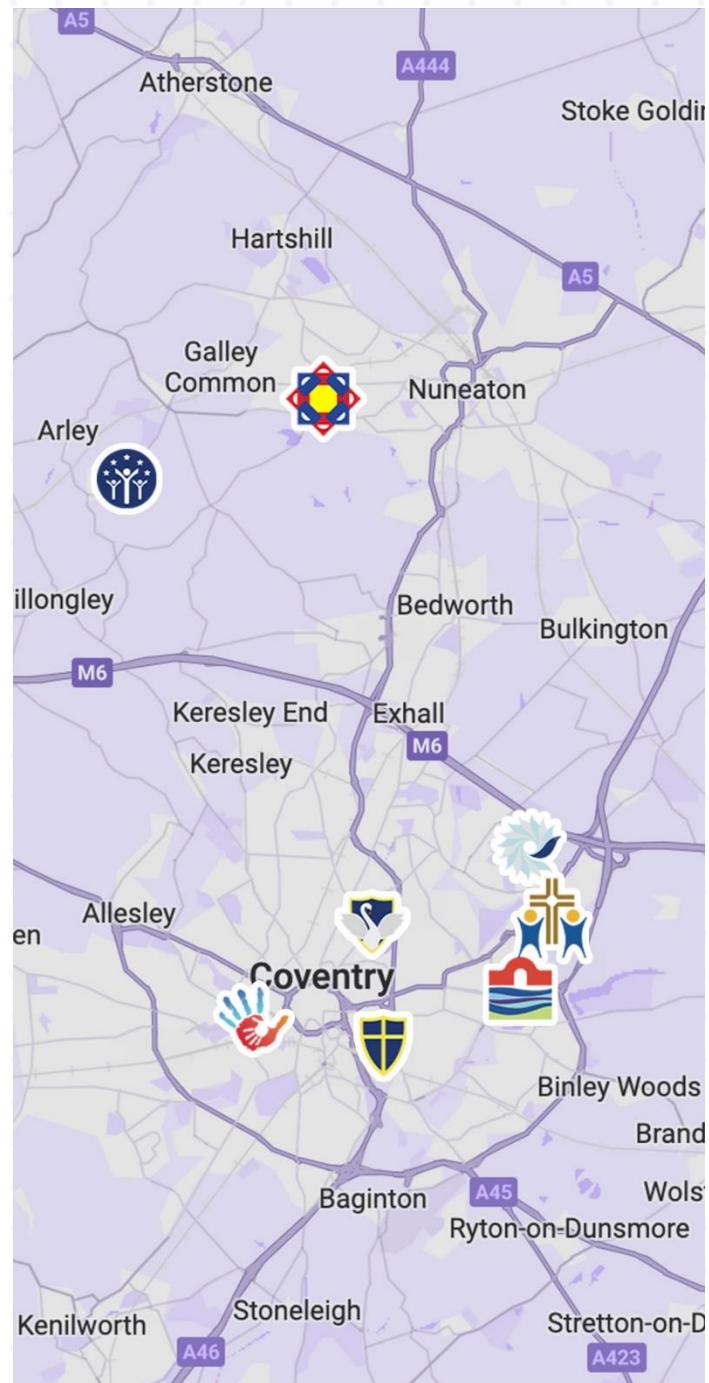
**OPERATING OVER 2 LOCAL
AUTHORITIES**

The mission statement for our Trust is "Together we achieve, individually we grow". We aim to ensure that our academies will provide an **environment which is welcoming, caring and purposeful**, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We have a **Board of Directors** and **Members** who hold the schools to account and work closely with the Local Governing Bodies of each school who support and challenge the outcomes and quality of teaching and learning. We have **strong links** with the **Coventry Diocesan Board of Education** reflecting the church status of our faith schools, Blue Coat School and Music College and Walsgrave Church of England Academy.

As schools, we are committed to sharing the good practice that exists in all the schools and we have numerous opportunities for **joint training days** and **shared professional development** for support and teaching staff across the Trust. Staff have welcomed this collaboration and we have retained quality staff and promoted from within.

We strive to maintain academies which will retain their **own independent culture and ethos** whilst operating within a strategic partnership to improve quality, share best practices and operate effectively and efficiently. We firmly believe that "**Expectations Shape Outcomes**" and we expect the very best for all members of our school's communities.





OUR VISION

At Inspire Education Trust we provide an exceptional, inclusive education that empowers everyone in our communities to flourish, grow and achieve. Together, we will live life in all its fullness.

This Vision sets the aspiration for everything we do.

For Our Pupils and Students

- ✓ where all Pupils are valued, respected and experience success
- ✓ where who they are matters as much as their academic achievement
- ✓ where children are encouraged to reach their potential, both academically and socially
- ✓ where we provide a wide range of opportunities / something for everyone
- ✓ where learning is fun
- ✓ where they experience care with high expectations

For Our Staff

an organisation:

- ✓ which prides itself in high quality CPD
- ✓ where staff receive every support to be the best they can be
- ✓ where we endeavour to promote from within, with cross MAT appointments
- ✓ where we try to support staff in achieving a work life balance
- ✓ where all staff are valued, respected and can experience success
- ✓ where people feel supported and want to work
- ✓ where they experience care with high expectations

For Our Parents and Communities

schools where:

- ✓ they are made to feel welcome
- ✓ their ideas are valued
- ✓ we work in partnership
- ✓ they are involved in their children's education
- ✓ where they receive care with high expectations

All our academies have their distinctive vision celebrating the communities they serve.

OUR SCHOOL'S VISION

ARLEY PRIMARY ACADEMY	BLUE COAT SCHOOL	CLIFFORD BRIDGE ACADEMY	FREDERICK BIRD ACADEMY	HEARSALL COMMUNITY ACADEMY	STOCKINGFORD ACADEMY	WALSGRAVE ACADEMY	WHITTLE ACADEMY
 New beginnings, endless possibilities	 Living life in all it's fullness.	 See you at the top	 Aspire and achieve	 Reach your true potential	 Nurturing hearts, Inspiring Minds, Shaping Futures.	 Together we thrive	 Soaring Beyond What We Imagine Possible



OUR VALUES

Our values drive our behaviours, decision making and ambitions:

Inclusive: We celebrate diversity and difference. All are valued as members of our community knowing they belong.

Nurture: We promote positive wellbeing, so all feel safe, cared for and enabled to thrive.

Servanthood: We considerately put the needs of others before our own, recognising that in serving each other we serve all.

Partnership: We work collaboratively, recognising we achieve more together than on our own.

Integrity: We are open, honest and have strong moral principles which we use to guide us.

Respect: We show care, consideration, and courtesy for ourselves and all around us.

Excellence: We always strive to be better in order to become first class in all we do





STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)



Calendars regularly reviewed with staff workload in mind



No Student or class data collected for data's sake



Prayer and worship time across our CofE schools



8 free external counselling sessions for all staff



PPA time designed to promote a healthy work life balance



Dedicated classroom wherever possible for all teaching staff



Free Wellbeing App Subscription



Time off for staff wellbeing



Staff wellbeing integral to the appraisal process.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Gym and fitness membership discount through CV-Life (based in Coventry)



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Opportunities for staff to get involved in sport and physical activity



Opportunities for career development always considered



Measured approach to lesson drop-ins



Staff marking & workload group to guide and develop policy



Communications protocol which promotes a healthy work life balance



Cycle to work scheme



Approachable Senior Leadership Teams



Staff social events (e.g time to talk)



Staff wellbeing champion network of support



EAP (Employee Assistance Programme) - Health Assured



Employer pension contributions of 23% + for teaching and support staff.



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



Access to trained Mental Health First-Aiders for all Staff



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term website or <https://www.ietrust.org/vacancies/>

The closing date for applications is 9am Monday 2nd March 2026

Interested candidates are encouraged to contact a.jozwiak@bluecoatschool.com to arrange an initial conversation with the Pastoral Lead.

Applicants are advised to contact schooloffice@bluecoatschool.com if they wish to organise a visit to the school.

Shortlisting will take place and all candidates will then be contacted by email.

Shortlisted candidates will need to be available for interview on Friday 6th March 2026

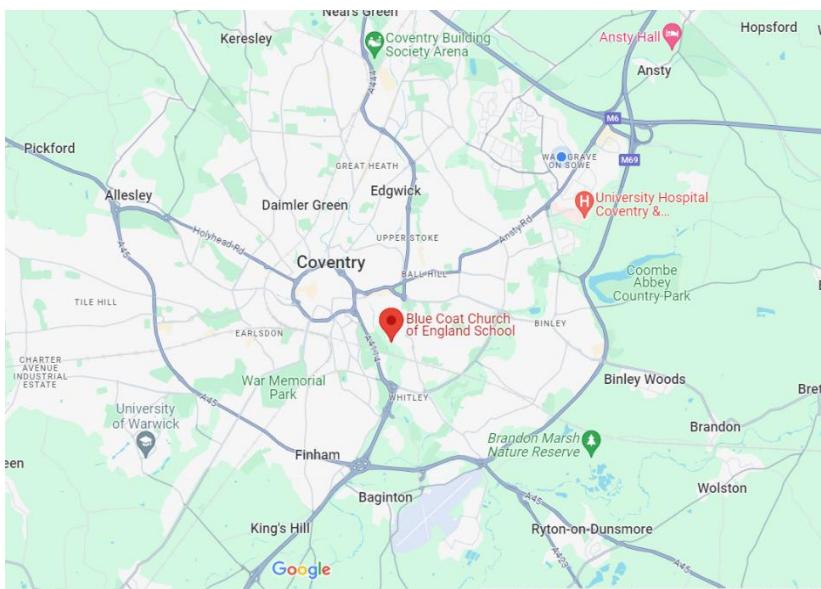
If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting catherine.alexander-gamble@isetrust.org

We look forward to hearing from you.



HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Blue Coat School.



ADDRESS

Blue Coat C of E School
Terry Rd
Coventry
CV1 2BA

A 5-minute drive from Coventry City Centre, and an 8–12-minute drive from Coventry Rail Station.

PARKING

As you arrive at the front gate, there is an intercom that you can ring the office with, they will then direct you through the gates. It is most likely that you will need to park in the visitor's car park. See the circled below for parking locations.



RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



Inspire Education Trust

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Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contacts details (phone number, email and address)
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

Together we achieve, individually we grow

-  facebook.com/ietrust
-  instagram.com/inspire.education.trust
-  twitter.com/inspiredtrust
-  linkedin.com/company/inspire-education-trust
-  tiktok.com/@ietrust



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