



# Castle EAST School

## Recruitment Pack Curriculum HLTA & Cover Supervisor


Employment Status	Part-time
Employment Location	Castle EAST School, Suffolk
Application Closing Date	Wednesday 1 July at 9am
Interview Week Commencing	Wednesday 8 July

## Aspire and Achieve

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 @CastleEast1

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# ABOUT CASTLE EAST SCHOOL



Nicky Coman Head of School

Castle EAST School is a specialist provision for pupils with social communication and interaction needs and autism from Year 5 to Year 11 in Bungay, Suffolk. We opened our doors to our pupils in September 2021 and we continue to grow across our provision.

Our school educates and supports children and young people to develop a range of skills and qualities with support from a team of staff who are hugely ambitious for pupils to achieve both their academic and social goals. This age range means that ultimately the school provides a curriculum covering three Key Stages.

We recognise the importance of being able to ensure that our pupils make the academic progress they are capable of achieving and are aspirational in our approach.

We also recognise the importance of working alongside our pupils to help them grow their social skills so that when they leave our school to take their next steps, they are able to continue to grow and use their skills of resilience and independence to achieve the future that they deserve.

The addition of a school that will meet the needs of learners that have diverse communication and interaction needs is of particular importance to EAST. Not only is this specialised school the first addition to the EAST family, beyond the three high schools that collaboratively worked together to establish EAST, but it is also the living fulfilment of our ethos to provide all children in our local area with the opportunity to easily access excellent educational opportunities.





## CURRICULUM HLTA & COVER SUPERVISOR

Castle EAST School are seeking to appoint a Curriculum HLTA and Cover Supervisor who will work across the school in all key stages to be part of our special school for pupils with Communication and Interaction (C&I) needs, to start in September. This is a unique and extremely exciting opportunity to play a role in creating a truly outstanding provision where pupils with specific needs genuinely excel. As a specialist provision we are looking for support staff who are committed to meeting the complex and holistic needs of young people with C&I needs so that they can reach their full academic and personal potential at Castle EAST.

The successful individual will not necessarily have experience of working in a provision for pupils with special needs; irrespective of your experience, training will be fully provided and form part of the school induction process for all staff. Our vision is aspirational and our team of support staff, who will be extremely well supported, will assist our teachers and leadership team in providing a fantastic standard of educational opportunities for pupils so that they can reach shared aspirational goals.

For prospective applicants, it is important to understand that support staff will be supporting pupils across the three Key Stages and within a range of subjects across the curriculum. This is something that we will very openly discuss with applicant during the interview process.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title.

# JOB DESCRIPTION

## JOB LOCATION:

*Castle EAST School, Hillside Road East,  
Bungay*



# JOB DESCRIPTION

## Main Purpose of the Role

To support with the implementation and management with behavioural needs across the school. To supervise pupils delivering pre-planned lessons when teaching staff are absent and to work alongside teachers and with senior leaders as part of a professional team to support pupils with learning in the classroom or in small group work when not being used to cover lessons.

## Key Responsibilities and Duties

- To take responsibility for groups or classes of pupils in the short-term absence of their usual teacher
- Liaise with teaching staff with regard to work set for a class
- Manage the behaviour of pupils to ensure a constructive environment whilst undertaking work
- Respond to any questions from pupils about process and procedure
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures
- Collect any completed work and resources after the lesson and return them to the appropriate teacher
- Report back, as appropriate, using the school's agreed referral procedures, on the behaviour of pupils during the class, and any other issues arising
- To plan and deliver targeted interventions for pupils with a curriculum-based focus
- To develop resources to support delivery of interventions and display pupils' work
- To assess, record and review impact of interventions and feedback to teachers and senior leaders
- To work proactively teaching both social and emotional skills, social communication skills alongside an academic curriculum structure
- To assist the school in providing an outstanding quality of education for pupils with communication and interaction needs
- To support pupils personal, social, emotional, physical well being
- To supervise and support pupils, ensuring their safety and access to learning at all times
- To demonstrate the ability to encourage and build / maintain good relationships with pupils, acting as a role model being aware of and responding appropriately to individual needs
- To work closely with all members of school staff in supporting pupils across the school
- To help maintain the classroom and wider school environment
- To contribute to the overall smooth running and effectiveness of the school to meet the needs of the pupils
- To promote positive values, attitudes and good pupil behaviour dealing with conflicts and incidents in line with school policies and procedures
- To attend planned staff meetings, parent meetings and CPD sessions when required
- To accompany pupils on educational visits
- Assist with playground and lunch time duties as required
- Any other duty which the Head of School may reasonably require



## OUR CULTURE AND ETHOS

At Castle EAST School our GROW Ethos underpins our approach to everything we say and everything we do.

**GUIDE AND LISTEN:** PROMOTE A LEARNING ORGANISATION WITH EXCELLENT AND ASPIRATIONAL LEARNING FOR ALL

**RAISE THE ROOF OF RESILIENCE:** NURTURE OUR COMMUNITY AND CULTURE THROUGH EFFECTIVE CARE, SUPPORT AND GUIDANCE

**OPENLY CELEBRATE ACHIEVEMENT:** PROMOTING SUCCESSFUL INDIVIDUALS, SCHOOL AND COMMUNITY

**WORK TOGETHER:** ENHANCE AND RECOGNISE THE ROLE THAT LEADERSHIP PLAYS FOR ALL MEMBERS OF OUR COMMUNITY

At Castle EAST School we believe in the concept of lifelong learning and that learning should be an engaging, rewarding and enjoyable experience for everyone; it should be purposeful. Through our teaching, we equip pupils with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives.

Through our teaching pupils are encouraged to:

- Listen to each other
- Try new things
- Volunteer thoughts and opinions
- Respect the thoughts, ideas and contributions of others
- Work hard.

To encourage all pupils to contribute to lessons, teachers:

- Recognise engagement and participation
- Use a range of techniques to support pupils' sensory needs
- Adapt teaching to meet the needs of all pupils
- Allow sufficient thinking time between questions to allow pupils to consider their responses
- Plan time in their lessons for pupils to discuss their learning, ask and answer questions promoting pupil talk.
- Have positive regard for every child and demonstrate this through a nurturing approach.

We believe that appropriate teaching and learning experiences help pupils to lead happy and rewarding lives. All pupils at Castle EAST School have a communication and interaction difficulty, so we believe that innovative and creative teaching is essential to enable pupils to achieve their potential from individual starting points.

**G**  
**R**  
**O**  
**W**

**Guide and listen**

**Raise the roof of resilience**

**Openly celebrate achievement**

**Work together**

Castle EAST School  
Aspire and Achieve



# EAST Vision

## Who are EAST?

EAST was established on 1 September 2019. At its inception, three secondary academies were formally partnered together: Bungay, Farlingaye and Kesgrave High Schools. In 2020, we applied to establish a Free Special School in Bungay, for children with interaction and communication needs. Demonstrating our commitment to local, inclusive education, Castle EAST School is opened in 2021. In November 2023, we welcomed Aldeburgh, Easton, Leiston, Saxmundham and Wickham Market Primary Schools from the Avocet Academy Trust. Avocet was an established and successful primary multi academy trust with a rich history of success and innovative school improvement. Our merger represented the next phase of development for both Trusts.

Establishing EAST SCITT has been a core strategy for improving the flow of teachers into the local area. Our 'School Centred Initial Teacher Training' is an accredited Provider offering secondary (11-16) and primary (5-11) school-based initial teacher training awarding Qualified Teacher Status (QTS). We see EAST SCITT as the most effective way to find and develop future teachers to work in this vibrant county. We are delighted with its popularity and quality.

We are very confident that EAST will create a stronger future for our schools and continue to improve outcomes for our pupils. It is through a genuine and transparent commitment to working together that we will continue to collectively and individually achieve great things, providing a first-class educational experience in which all our students can excel.

We are determined that every pupil/student experience a fantastic education helping them to develop and achieve their aspirations.

## Our Vision: Where everyone can achieve

We measure our **success** through a combination of **performance, growth and happiness**, as individuals and collectively.

Our **cornerstones** are the foundations of our vision; they underpin all that we do and shape the way we work with everyone in our trust and our extended educational community; from parents & carers to partners, suppliers and local government.



### #1 Learning

We will continually strive to deliver the best possible experience for quality learning and personal development for everyone at EAST through our curriculum, engaging teaching, the resources & support we have available and the quality of the physical environment in which we work.

### #3 Opportunity

We exist to enable everyone in our schools to realise their true potential through an academic or professional experience within our schools that achieves the outcomes they seek. We do not believe there is a one-size-fits-all for success and achievement and will always do our best to support the aims and ambition of the individual.

### #2 Inclusivity

We believe a great quality education, opportunities for personal development and participation should be available to everyone regardless of their personal circumstances. That's why our schools today already cater for many specialist needs and our trust is committed to developing the teachers of the future.

### #4 Community

We are a significant contributor to our local communities, we understand the role we play and will always seek to enable everyone at EAST to be considered, active, positive citizens of the world around them. Our sense of community begins in our schools and we nurture a respectful, supportive culture.



# ABOUT CASTLE EAST SCHOOL IN BUNGAY, SUFFOLK



## Our Location

Serving Suffolk's northern and Lowestoft areas, Castle EAST School is located in Bungay, at an existing school site (previously the Middle School and then Sixth Form Centre) which has been significantly refurbished. The accommodation and resources available are of an extremely high quality and fully support the delivery of excellent educational opportunities. Bungay is situated in a pleasant rural area, 20 miles from Norwich and 15 miles from the delightful heritage coast.