

ADVERT
THE ASPIRE ACADEMY
Driver and Education Support



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- Closing Date:** 16.00 pm on Monday 3rd February 2025
- Interviews:** Monday 10th February 2025
- Job Start Date:** As soon as possible
- Salary Range:** NJC Spine 5-6 - £24,790 - £25,183 FTE (pro rata based on hours worked)
- Hours:** 22.5 hours per week, 4.5 hours per day – Monday-Friday; Term Time Only, Fixed Term for 12 months with a view to making permanent. Fortnightly shift pattern to be shared across two roles.
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The Aspire Academy is seeking to appoint a Driver(s) and Education Support Assistant to transport our pupils to and from school each day and as an Education Support Assistant you will be required to provide support to young people with educational, social and emotional needs, both in and out of the classroom, to ensure they have a safe and healthy environment in which to learn and develop.

Driver: It is essential the successful applicant holds a clean, cat D1 driving license. The ideal candidate should have knowledge of the locality and experience of transporting school-aged young people.

Main duties will include:

- Responsibility for the vehicle condition and road worthiness (daily checks).
- Driving in a considerate manner and conforming to the Highway Code.
- Responsibility for the safety and safeguarding of the passengers, on and off the vehicle.
- Assisting in the co-ordination of travel routes with other drivers.
- Sharing information with appropriate school staff regarding pupils.

The successful applicant(s), will have the following personal attributes:

- A positive and professional manner.
- Excellent communication skills.
- Flexible, resilient, a good team player and be relentlessly reasonable.
- Ability to adhere to the Aspire ethos, vision and values.

Education Support Assistant: In conjunction with the other Project Team Workers, the Education Support Assistant will find creative solutions to resolve young people issues.

Provide Care and Support for Young People and liaise with their family:

- To work closely alongside teaching staff to ensure all pupils, including those who are in receipt of pupil premium funding, make the required progress and maximize their potential.
- Collecting young people at the beginning of the day and delivering them home using school transport (approximately 5 - 10 hours per week).
- Promote the wellbeing of young people by being a point of contact if they need to talk to someone outside the classroom and on journey.
- To provide targeted additional support within the classroom for those most at risk of placement breakdown.
- To monitor minutes out of lesson, behaviour, achievements and targets of key young people.
- To encourage and support young people to engage them in all education activities.
- To provide timetabled support of young people in their lessons.

Supporting Young People with Trips, Visits and Placements:

- To support work experience and college links, e.g. with lifts and independent travel.
- To support independent travel and skills of daily living training.

Other Duties:

- To be available at: breakfast club (when not transporting pupils), break time and lunchtime and all other unstructured time as required.
- To keep accurate behaviour records of young people within Arbor (M.I.S).
- To complete all reasonable requests of the Headteacher through the Project Team Leader.
- To undertake appropriate CPD relevant to the development of the role.

Wider Responsibilities – Both Roles

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the designated safeguarding lead.
- To be responsible for promoting and safeguarding the welfare of pupils, including supporting them with their attendance.
- Ensure all information is treated confidentially and have absolute discretion at all times.
- To adhere to school health and safety policy, including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.
- To appreciate and support the roles of other professionals.
- As a member of a small organisation, the post holder will be required to support all school staff and may be required to assist in a diverse range of duties.
- To adhere to the school staff code of conduct.
- Any other tasks or activities deemed relevant as per management instruction.

The Aspire Academy, part of Esteem Multi-Academy Trust are committed to safeguarding all children and young people in their care. As such the post holder is subject to an enhanced DBS disclosure and regular safeguarding training.

For further details, please contact Mrs Louise Laing on 01905 455422 or by email to: personnel@theaspireacademy.org.uk

Please visit our website: www.theaspireacademy.org.uk

PERSONAL SPECIFICATION

Qualifications and Training:

It is **essential** that the post holder has:

- GCSE English and Maths or equivalent
- Knowledge of challenging behaviour within an educational setting
- Knowledge of educational practice with a challenging client group
- Knowledge of child protection and associated issues
- A full, clean driving license,
- A MiDAS minibus qualification (training available otherwise) D1 on the driving license

It is **desirable** that the post holder has:

- First Aid at Work certificate, or willingness to undertake training
- NVQ3 or equivalent caring for young people/Youth Work/Education Welfare
- Knowledge of basic child development

Experience and Knowledge:

It is **essential** that the post holder has:

- Experience of working with challenging young people and their families

It is **desirable** that the post holder has:

- At least two years' experience of working with young people who exhibit challenging behaviour
- Experience of working in a school setting

Skills and Abilities:

It is **essential** that the post holder:

- Has a clean D1 driving license and is able to drive establishment vehicles and transport young peoples on outings / activities / interviews, etc., as required
- Is able to communicate both orally and in writing with a range of audiences, including through reports
- Has the ability to develop and implement basic behavioral management techniques.
- Is able to establish appropriate and trusting relationships with young people.
- Is able to use Microsoft Office applications

Additional Factors:

It is **essential** that the post holder:

- Is able to work to instruction and take initiative
- Is able to work flexibly both in time and place
- Is able to organise and prioritise a demanding workload

This post is subject to an enhanced disclosure check via the Disclosure and Barring Service (DBS)
This post is subject to a satisfactory pre-employment medical screening.