



APPLICATION PACK

ROLE: BEHAVIOUR SUPPORT ASSISTANT
START DATE: SEPTEMBER 2024
SALARY: GRADE 6 SCP 7-11 = £20,649.90
HOURS: 37 HOURS PER WEEK TERM TIME

Moor End Academy
Dryclough Road
Crosland Moor
Huddersfield
HD4 5JA

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Executive Principal: Mr Kash Rafiq

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'A word from the Executive Principal'



Dear Applicant,

Firstly, thank you for your interest in working at Moor End Academy. If you're impressed by our work, understand our vision and want to be a part of our community, then we are keen to hear from you.

As an outstanding and accredited 'World Class School', our vision is simply to maximise every child's potential to ensure we can say with confidence that we gave every student his or her GCSE passport to success. Our motivation is to ensure that positive relationships are at the core of what we do every day, along with high quality teaching and pastoral care overseen by strong and passionate leadership.

To me, it's essential that all members of our school community put in the time and energy to bring the ethos to life. It's important to me that everyone who steps through our doors: staff, students and parents are excited to be here! This attitude enables us to meet our goal of providing a world class education in a positive, fun, and nurturing environment.

We want to expand our family of committed and skilled people, who will directly benefit the futures of our next generation. If you wish to discuss any of the opportunities we have on offer, please contact us at HR@edu.moorend.org or call 01484 222230.

Please enjoy reading further, and we look forward to hearing from you.

Yours sincerely,



Mr Kash Rafiq
Executive Principal

Important Safeguarding notice/ Statement of Intent

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts '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. It isn't just about the very old and the very young, it is about everyone who may be vulnerable

South Pennine Academies is committed to ensuring a culture of safer recruitment and as part of that implement recruitment procedures that deter, reject or identify people who might abuse children. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The purpose of safer recruitment is ultimately to:

- **Deter:** From the beginning of the recruitment process, it is important to send the right message – that the organisation has a rigorous recruitment process and does not tolerate any form of abuse. Wording in adverts and recruitment information must aim to deter potential abusers.
- **Identify and Reject:** It will not always be possible to deter potential abusers. Therefore, careful planning for the interview and selection stage, in terms of asking the right questions, setting appropriate tasks and obtaining the right information can assist in finding out who is suitable for the role and who is not.
- **Induct:** Induction is an essential part of our recruitment process, we ensure that comprehensive induction processes are in place, together with appropriate policies and procedures, raising awareness through staff training and generally developing and maintaining a safe culture within the organisation will all help to prevent abuse or identify potential abusers.

The intention of this policy is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The policy and the practical implementation of recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

As part of our shortlisting process, in accordance with KCSIE Guidance, an online search will be completed on all shortlisted candidates.



Moor End Academy

Every Day: Respect | Ambition | Responsibility

Moor End is a converter academy that opened on 17th August 2011. We converted as an outstanding school. Prior to this we were a community school. Our CEO, Lynda Johnson is a National Leader of Education. Under these designations we play a leading role in the training and professional development of teachers and contribute towards the raising of standards across the school system through school to school support. Moor End is an award winning academy and has continued to be recognised by Ofsted as 'outstanding'.

At Moor End we have the secondary resourced provision for students within Kirklees with vision impairment, with a capacity for 12 fixed-term places and 2 transitional places. Students within the provision attend mainstream lessons and are fully integrated in to Academy life. In addition to these places, the team also supports over 80 students, across secondary schools in Kirklees, in an outreach capacity. The team consists of highly skilled Teachers, Technicians and Educational Teaching Assistants who support the students' access to the curriculum. Students in the provision also access a personalised additional curriculum, which supports their independence, including, amongst others, mobility, braille and touch-typing.

We have a number of experienced and skilled Educational Teaching Assistants who support students and classes that require additional adult support to access the curriculum. English and Maths have their own dedicated teaching assistant whilst the other teaching assistants are managed, supported, trained and allocated through the special educational needs department.

We are an 11-16 mixed comprehensive academy with 1000 students on roll. In 2015, Beaumont Pre School opened in the grounds of Moor End Academy. Beaumont Pre School serves 2-4 year olds. Beaumont Primary Academy opened its doors for the first time in September 2016 and the staff and students moved into their fantastic new building which is on our Dryclough site on September 2018. For more information please see www.beaumontprimary.org.uk.

The academy draws the majority of its admissions from the local area. We are held in high regard locally and regionally. The academy's mission is for all young people at Moor End to ensure we can confidently say, "We gave every student his or her GCSE passport to success." We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and become the leaders of tomorrow.

We serve a highly deprived area of Huddersfield. Over 70% of our students come from ethnic minority backgrounds and we usually have around 10% of our cohort who are either new arrivals to the country, asylum seekers/refugees or other foreign nationals. 49.4% of our students have a first language that is not English. 38% of our students start education at Moor End Academy as lower attaining students, yet when they leave, over two thirds make better than national average progress. Eleven years in formal education should not be wasted. The majority of our learners stay in education post 16 at the further education colleges within Huddersfield.



South Pennine Academies Trust has grown from strength to strength with ten primary and secondary schools that have shared vision of:

- *Strong and effective leadership*
- *High performing staff*
- *Successful students*
- *Engaged community*

South Pennine Academies believe in school improvement through a partnership model; this brings expertise and capacity to the school improvement agenda. Whilst Moor End Academy retains its own characteristics and ethos, it benefits immensely from school partnership working. The shared working provides exceptional cross phase, subject to subject and leadership development opportunities to staff across the trust. You can expect the highest quality professional development at not only Moor End Academy, but also trust wide.

For more information visit <http://www.southpennineacademies.org/>

Safer Recruitment Policy visit https://www.moorend.org/_Academy/Policies

Safeguarding and Child protection policy https://www.moorend.org/_Academy/Policies

Dryclough Campus

The Dryclough Campus continues to be an exciting development, with Moor End Academy just one part of a vibrant campus which also includes Beaumont Primary Academy. This academy opened its doors for the first time in September 2016. For more information please see

www.beaumontprimary.org.uk

JOINING SOUTH PENNINE ACADEMIES

- **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure - [South Pennine Academies - Professional Development at SPA](#)
- **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.
- **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.
- **Free Will writing service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.
- **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.
- **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

LOCAL INFORMATION



Huddersfield is a large market town in the Metropolitan Borough of Kirklees, in West Yorkshire, England, halfway between Leeds and Manchester. It lies 190 miles north (310 km) of London, and 10.3 miles (16.6 km) south of Bradford, the nearest city.

Moor End Academy is easily reached from Barnsley (18 miles), Penistone (13 miles), Holmfirth (6 miles), Wakefield (15 Miles), Bradford (15 miles), Oldham (17 Miles), Rochdale (22 miles), Hebden Bridge (16 miles), Halifax (10 miles), and Leeds (20 miles). Moor End is just a few miles south of the town centre.



Huddersfield is near the confluence of the River Colne and the River Holme. Located within the historic county boundaries of the West Riding of Yorkshire, according to the 2001 Census it was the 10th largest town in the UK and with a total resident population of 146,234. The town is known for its role in the Industrial Revolution, for being the birthplace of rugby league and birthplace of the British Prime Minister, Harold Wilson.

Within our own catchment is the breath-taking, Beaumont Park that was bequeathed to the town in the 1880s, by the Henry Ralph Beaumont ('Beaumont's of Whitley' estate) and was opened on 13 October 1883, by Prince Leopold, fourth son of Queen Victoria, and his wife Princess Helena of Waldeck and Pymont (The Duke and Duchess of Albany). It is a fine example of a Victorian era public park with water cascades, bandstand and woodland. The academy has a working relationship with the Friends of Beaumont Park.



Huddersfield is a town known for sport, home to the rugby league team, Huddersfield Giants, founded in 1895 and Huddersfield Town F.C., founded in 1908. Many of the staff are keen supporters. The town is also well known for excellent cycling facilities around the local area and many cycle lanes. Tour de France 2014 came to Huddersfield during the second stage, which was 125 miles long, including perhaps the most famous climb in British cycling - up Holme Moss, near Huddersfield. It also passed through Holmfirth, famous as the location of the long-running BBC comedy Last of the Summer Wine. The town is home to the University of Huddersfield and the sixth form colleges Greenhead College, Kirklees College and Huddersfield New College.

Huddersfield is a town of Victorian architecture and beauty. Huddersfield railway station is a Grade I listed building described by John Betjeman as 'the most splendid station facade in England' second only to St Pancras, London. The station is less than 2 miles from the academy.

Banks

Many of the national banks and building societies have branches not only in the town centre but also in many of the outlying village areas. And.... Finally shopping! The town hosts a range of shopping experiences from a haven for independent shopping, Byram Arcade which is the town's oldest Victorian arcade and a great place to visit. It is spread over three floors, in the heart of the town centre and home to specialist shops selling fashion, vintage, arts, crafts, and gifts, plus several cafés. To, the Kingsgate Centre, undercover shopping with all the expected high street brands. The full range of supermarkets and a market are also available in the town.

WHY JOIN

An exciting opportunity has arisen to join our “World Class” Academy as a Behaviour Support Assistant.

You'll be driven by a genuine ambition to help the academy maintain its high standards, the strong sense of purpose and the ethos that makes us ‘World Class’. At Moor End Academy, lessons are underpinned by our core principles of teaching and learning – and our teachers have the freedom to be creative and innovative, so that pupils continue to make progress significantly above their peers nationally.

About us:

- Moor End Academy is an outstanding, vibrant, diverse and inclusive school which provides a fantastic learning environment.
- We have culture of strong behaviour expectations underpinned by our three core values of **Respect, Ambition, and Responsibility**.
- Our dedicated staff are committed to delivering an outstanding education to all our students, and as a teacher you will benefit from our commitment to exceptional professional development, rooted in academic research.
- We are part of South Pennine Academies Multi-Academy Trust and opportunities for collaboration and peer networking are at the heart of our secondary strategy.

Why join us?

1. Positive relationships, mutual respect and the promotion of an ambitious school culture are at the core of what we do each and every day.
2. The academy is a highly orderly environment and students conduct themselves well throughout the day embodying our three core values.
3. We are an exceptionally high performing school with a Progress 8 score, which is well above national.
4. Senior leaders are highly visible, supportive and have an open-door policy.
5. Our staff are buoyant in their attitudes and morale is high.
6. There is a tangible culture of high expectations; teachers can teach, and students can learn.
7. Students enjoy coming to school and attendance is well above national.
8. We are an accredited ‘World Class’ academy and have held this quality mark since March 2022.
9. We have achieved the ‘Gold’ CollectivED: Coaching, Mentoring and Professional Learning in Education Award.
10. We take a whole school approach to mental health and wellbeing and have achieved the CollectivED ‘Gold’ accreditation in recognition of our holistic offer, and strong practice.

We are looking for:

- A passionate, energetic and dedicated candidate with a strong sense of purpose who has the genuine ambition to help our students achieve their ‘passports to success’.
- An excellent practitioner with the ability to motivate and inspire our students to become the leaders of tomorrow!

We can offer you:

- A warm, happy school where we value our community ethos, and we firmly believe in promoting a school culture based on mutual respect.
- Happy, enthusiastic and well-behaved students who thrive in a safe and caring environment.
- Excellent professional development opportunities.

- If you're impressed by our work, understand our vision, and want to be part of our exceptional academy, then we would welcome your application.

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Behaviour Support Assistant** at Moor End Academy, then you should;

- Follow the TES or My New Term link to complete the online application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of Moor End.
- Submit your application by 10th May 2024 at 9.00am. *Late applications will not be considered.*

Time table for the selection process

- Closing date for applications: 9am on 10th May 2024
- References requested: **Following shortlisting**
- Interview Date: **TBC**

Please note: Visiting the Academy

To ensure a fair process we will not be offering tours or visits to the academy prior to short listing. The opportunity to tour the academy etc. will form part of the interview process.

If you have not been contacted within the timescales outlined above, we regret that you will not have been offered an interview on this occasion and feedback from paper applications is not provided.

Successful applicants will be required to undertake a Criminal Record Check via the Disclosure and Barring Service. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job title: Behaviour Support Assistant
Responsible to: Assistant Principal – Behaviour & Attitudes
Responsible for: N/A
Salary / Grade: Grade 6 SCP7-11
Working hours: 37 hours per week - Term Time only 38 weeks per year
Core purpose: To work with the Pastoral Team to ensure that all students are attending lessons and on time and to support break and lunchtimes.

Wider responsibilities:

- To ensure that the responsibilities of the role are carried out in a way which reflects the ethos and the values of the Academy and of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children at all times.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

- To work with the Assistant Principal for Behaviour and Attitudes to provide supervision of students across the academy.
- Undertake before school supervision of students as they arrive on site
- Undertake after-school supervision of students as they leave the site.
- To support break and lunch duty
- To provide a continuous presence around the academy to ensure that corridors are clear of students during lessons.
- To respond to internal truancy confidently, assertively and in line with agreed policy.
- Use IT effectively to track students and direct them to lessons promptly or apply appropriate sanctions.
- To contact parents where appropriate to advise of sanctions imposed.
- To update the behaviour system (Class Charts) with appropriate actions where appropriate.
- To work with the pastoral team to identify key students causing concern in terms of lateness to the academy and/or lesson punctuality.
- To produce regular reports around truancy, punctuality and behaviour as required.
- To work with the pastoral team to identify and to respond to focus areas within the academy.

Notes

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

PERSON SPECIFICATION

Qualifications and training	E/D	A	I
In possession of or willing to work towards appropriate qualifications	E	Y	Y
Experience			
Relevant experience of working with young people	E	Y	
Relevant experience of working in a secondary school or academy	D	Y	
Experience of working with young people with challenging behaviours	D	Y	Y
Knowledge & understanding			
Support for the ethos and values of the academy	E	Y	Y

An understanding of issues around safeguarding and how these relate to the role	E	Y	Y
An understanding of how SEND needs may impact on students	D	Y	Y
Skills and abilities			
Ability to quickly form appropriate relationships with students	E	Y	Y
Ability to manage challenging behaviour calmly and effectively	E	Y	Y
Ability to quickly form appropriate relationships with parents	E	Y	Y
Ability to quickly form appropriate relationships with colleagues	E	Y	Y
An understanding of appropriate professional boundaries	E	Y	Y
Good IT skills and willingness to learn new packages	E	Y	Y
Personal attributes			
Flexibility and adaptability	E	Y	Y
Calmness and an ability to work under pressure	E	Y	Y
Strong personal presence	E	Y	Y
Enthusiastic and determined	E	Y	Y
Polite, tactful and relates well to young people	E	Y	Y
Ability to use initiative and manage own workload	E	Y	Y
Strong and supportive team player	E	Y	Y
Ability to inspire and motivate students who present challenges	E	Y	Y
Other			
A commitment to promote equality at all times	E	Y	Y
Able to demonstrate an understanding of safeguarding relevant to the role	E	Y	Y
A commitment to inclusive education	E	Y	Y

E/A – Essential / Desirable

A – Identified through application

I – Discussed at interview