



Candidate Recruitment Pack

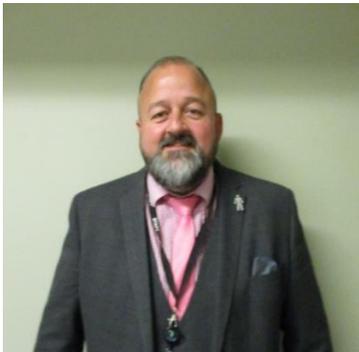
## Care and Support Assistant Highgate Infant School

Applications considered upon receipt

[www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

# A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust. A Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. Our collaborative work over the last 6 months has ensured a measured evolution into our new formal Trust arrangements. We're welcoming outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

Teachers, and support staff now number 795. All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our school's range in size from 20 to 1200 students and effective collaboration, across our schools, is an important part of who we are.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application

Best wishes

Glyn Hambling

CEO

## Our Story



UET was established in March 2017. As of 2021, its family of schools have expanded providing education for 3 -19-year olds across mainstream and alternative provision settings and now comprises the following:

### Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

### Specialist

Pathfinder School –  
Brooklands, Locksley, Douglas Bader,  
Hooper Lane, Brooklands, Rosebery

Compass –  
Belton, Lingwood, Pott Row

- Earthsea School
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identities at the heart of their communities and engaging with all partners and stakeholders and other high performing educational organisations.

An unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Committed to the notion of 'raising aspirations to fulfil potential' Ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

# Our School – Highgate Infant School



A warm welcome to Highgate Infant School. We are a small school in the centre of a large town. We pride ourselves on our inclusivity and our supportive, nurturing environment. Our school is a safe welcoming place at the heart of the community. We provide a high quality, balanced, enriching teaching and learning experience which is designed and adapted to effectively meet the needs of every individual child.



# Underpinning principles



## Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD, regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



# Job Description

## Care and Support Assistant

Job Title	Care and Support Assistant
Location	Highgate Infant School
Grade	Grade A
Responsible to	Headteacher
Responsible for	Personal and social needs of pupils.

Role and Context	
<b>Job Purpose</b>	To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the whole school experience.
<b>Context</b>	Job family: Classroom and pastoral

Principal Accountabilities
To attend to the personal and social needs of pupils and any other special requirements depending on the nature of a pupil's special needs and, wherever possible, making these part of the whole school experience.
Supervise and support pupils ensuring their safety and access to learning.
Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all pupils and encourage pupils to interact with others and engage in activities led by the teacher.
Prepare classroom as directed for lessons/snacks/focused support sessions and clear afterwards.
Be aware of pupil problems, issues, achievements and report to the teacher.
Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
Provide clerical and administrative support by completing care related paperwork
Support pupils to understand instructions.
Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection/GDPR, reporting all concerns to an appropriate person.
Be aware of and support difference and ensure all pupils have equal access to opportunities to develop and grow.
Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
Assist with the supervision of pupils out of lesson times. Accompany teaching staff and pupils in visits and out of school activities as required.

Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

## PERSON SPECIFICATION

<b>Qualifications</b>	
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Previous experience working with children with SEND.</li> <li>▪ Education to secondary school level at least.</li> <li>▪ Knowledge and understanding of child development and children's and families' needs.</li> <li>▪ NVQ level 2 or equivalent in teaching assistant or experience</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Previous experience working in a school setting.</li> <li>▪ Relevant qualification with regard to working with children, such as NVQ 3.</li> <li>▪ Teaching Assistant Qualification</li> <li>▪ First Aid qualification</li> <li>▪ Experience working with children with communication difficulties</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>▪ Experience of working in an education setting</li> <li>▪ Good numeracy and literacy skills, preferably to GCSE Grade C minimum</li> <li>▪ Experience of supporting pupils with SEN</li> <li>▪ Ability to effectively use IT to support learning</li> </ul>	<ul style="list-style-type: none"> <li>▪ Norfolk STEPs training</li> </ul>
<b>Skills/Knowledge</b>	
<ul style="list-style-type: none"> <li>▪ Basic understanding of principles of child development and learning processes and in particular barriers to learning</li> <li>▪ Working knowledge of relevant policies/codes of practice/legislation</li> <li>▪ Working knowledge of National Curriculum and Early Years Foundation Stage</li> <li>▪ Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these</li> <li>▪ Ability to relate well to children and adults</li> </ul>	
<b>Physical attributes and other circumstances</b>	
<ul style="list-style-type: none"> <li>▪ Ability to physically fulfil the responsibilities of the post.</li> <li>▪ Willingness and ability to attend appropriate meetings and training.</li> <li>▪ Reasonable personal presentation.</li> <li>▪ Excellent punctuality</li> </ul>	

## General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



## Joining Us

### LOCATION

The post will be located at Highgate Infant School. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

### PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

## **REMUNERATION**

The current salary for the post is within the range:

Salary: £11.59/hr

This post is Scale A. Point 2. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

## **HOURS OF WORK**

The normal working week is one of 20 hours, Term Time + 1 week. This could be a single post or a job share could be considered for the right applicants. The post is currently a permanent contract.

## **DRESS CODE**

The post-holder will be expected to wear appropriate attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

## **BENEFITS**

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

# **Terms and Conditions**

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **EQUAL OPPORTUNITIES**

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

## **DISCLOSURE AND BARRING SERVICE CHECK**

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

Immigration, Asylum and Nationality Act Information – refer to our website [www.unityeducationtrust.uk](http://www.unityeducationtrust.uk)

## How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – Please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either Children or Vulnerable Adults. Please be advised that references may be requested prior to interview for roles within our Schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

## Interview process

**Application will be considered upon receipt.**

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation

If you would like an informal discussion. Please contact the Highgate Infant School Office, by emailing [office@hig.unity-ed.uk](mailto:office@hig.unity-ed.uk)



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