

Specialist Support Assistant

# King Edward VI College

Candidate Pack





# Introduction from Stuart Noss



King Edward VI College is a friendly, supportive and high achieving college, here to help students succeed.

As a long established provider of sixth form education, we are proud of the high quality student experience delivered by well-qualified staff.

Students work alongside staff on all aspects of the college's operations and future direction. Student leadership and student voice are not add-ons to how we do our work but key components of our institutional DNA.

We are an ambitious college, with high aspirations for students and ourselves. I am proud to be the Principal of a College which inspires, challenges and supports its young people to gain the skills they need to thrive.

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*Principal*



# Message from the Student Voice

*As a Students' Union we believe students should be at the heart of all the college does.*

All students should be encouraged and supported to be active contributors in the college community, from our president to the student in the classroom. Student Voice is fundamental in the development of the college and hence, we believe that accountability of those responsible is vital, from us to the Principal and from them to us, to ensure that we are all fulfilling this responsibility. We want the college to be a thriving environment which offers the best experience to our students, where they can grow and reach their goals.

We look forward to working with staff who are passionate about the college and who will walk through its doors, and challenge current thinking and take fresh approaches to provide the best experience possible. We are committed to partnership working to actively help our members and hope that our teaching and support staff are too.

Help us to be co-creators of the college experience, and together we can help the college reach its full potential.

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## *The Students' Union*





# Our Mission, Vision and Values

## Mission:

We inspire young people to gain the skills they need to thrive in an ever-changing world as we transform Sixth Form Education.

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## Vision:

Our students will be recognised locally and nationally for the remarkable impact they have on their communities.

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## Values:

- **Involved.** We are one community with a shared responsibility
- **Ambitious.** We are curious to create exciting ways to succeed
- **Genuine.** We are honest with ourselves and each other
- **Supportive.** We help each other improve with an optimistic and positive outlook.





# Key facts about the College

*We have been educating the young people of Nuneaton and the surrounding areas since 1552.*

Since re-designating as a Sixth Form College over 45 years ago the core purpose of the college has remained the same: to meet the needs of young people from across Nuneaton and the surrounding areas.

We are the only Sixth Form College in Coventry and Warwickshire and currently have over 1200 students and 100 staff.

We offer over 40 subject courses at A Level and level 3 BTEC, Maths and English GCSE and a diverse range of enrichment courses. We also offer a Level Three Foundation Programme for students needing to resit a range of Level Two courses, as well as Higher National Certificates in Media & Business.

In November 2017 the College was inspected by Ofsted and was judged as continuing to be 'Good'.

In January 2019 the college became the founding member of Better Futures Multi Academy Trust (BFMAT), an SFC focussed Trust sponsored by Coventry University.





# College Facilities



Students have Study Periods where they can research and complete assignments. The College Library and Study Centre are great places to help students develop their study skills. They offer a range of learning environments, so they can find a space that suits—whether they want to work on their own or in a group.

The College Library and Study Centre have over 70 open access computers plus all the equipment you would expect to find in a modern library – 6,000 textbooks, 40 magazines, 600 DVDs, 1,000 novels and over 500 e-resources. All of these resources have been selected to support sixth form courses and all of them are fully searchable on the library database in college and at home.

But best of all, we have trained and friendly college services staff to answer your enquiries.

For many subjects, specialist equipment is needed. We provide all the necessary materials and equipment to help students get the most out of their course. From video cameras to art materials, we keep supplied fully stocked and available on request.

# Better Futures Multi Academy Trust

## A bit about Coventry University.

Coventry University Group (CU) is nationally and increasingly internationally recognised as an innovator in the higher education world. The group is made up of a range of educational and innovation services companies. Headquartered in Coventry but with sites throughout the UK and the world. Teaching excellence is second to none in the UK, increasingly the University has a growing reputation for research in niche, interdisciplinary domains such as peace, trust and social relations, water and agro-ecology and transport.

The University has achieved TEF Gold and in the Guardian University Guide is ranked as 15<sup>th</sup> amongst UK HEIs, securing its place as the highest ranked modern university in the UK for the seventh year running. The Group is number one in the UK for working with small and medium sized enterprises. Through Coventry University College Ltd. The group is heavily engaged in the Degree Apprenticeship movement. In recent years the group has expanded its range of provision with campuses based in Coventry, East London and Scarborough. These sites offer high quality alternative and flexible provision at a competitive price, increasing access to HE.

## A bit about Better Futures MAT.

The formation of Better Futures MAT (BFMAT) has been notable in two key aspects; firstly, it is the only MAT to have as its focus Sixth Form Colleges and Sixth Form Education and how this sector can gain mutual benefit from a structural relationship with a leading HE provider; secondly, and more importantly, the collaborative, collegiate approach that has been taken in its formation and development. CU has not positioned itself as the expert on post 16 education or as needing to retain all the levers of power within the MAT, rather it has engaged in meaningful learning conversations about how best to utilise the relationship to improve the educational experience of the students. As a result, members of the MAT find themselves retaining high levels of autonomy while still having access to the financial benefits of a MAT and the opportunity to be a leading player in some exciting 'systems leadership' developments in the sector..

The trust is at an interesting stage of its development. KEC formally joined as a founding member on 1 January 2019, followed shortly afterwards by Bilborough SFC and Gateway Sixth Form College. With the three founding members in place we will be focussing on co-creating 'The BFMAT way', not only what we want to do to achieve our vision and fulfil our mission, but just as importantly, how we intend to do this. Setting out our agreed ways of working, our collective expectations of each other and how we will measure our progress toward reaching our vision.

<https://www.Coventry.ac.uk/business/our-services/Coventry-university-group/better-futures-multi-academy-trust/>

# Better Futures Multi Academy Trust

## *King Edward VI College*

### *Specialist Support Assistant*

**Start Date:** Immediate start

Part Time Temporary Fixed Term 17 hours per week (0.459FTE)

Term Time only 195 day to include 5 training days

Sixth Form College Support Staff Pay Scale Point 5 £19,328

*(Pro-rata part-time term time £7,499 per annum)*

**Closing Date for Applications:** 16 February 2022 @ 9:00am

**Interviews to be held:** Thursday 03 March 2022

### **The opportunity**

We are currently recruiting for a temporary role to support our teaching staff within the classroom. We are looking for an individual who has a passion and understanding of Young People and their wellbeing to join our team to support the needs of the staff and students in the teaching environment.

### **The responsibilities**

**The post holder will be providing supervisory classroom support assistance.**

### **The college**

This is an exciting time to be joining our high performing Sixth Form College as we develop partnership links across the education sector. We are pleased to be the founding College in the Better Futures Multi Academy Trust with Coventry University, which now includes Bilborough Sixth Form College and Gateway Sixth Form College. Working within a trust environment will be central to every role within the college.

The college has approximately 1350 students and 130 staff and is growing yearly.



## What we offer

The chance to work with fantastic students who have chosen to continue their learning at King Edwards	The trust, autonomy and freedom to take creative risks	A truly progressive approach to how an educational institution operates
The chance to work with open minded colleagues who are ready to work in new and exciting ways	An organisation that wants all of their staff to be happy and achieve at work.	A friendly but fast paced & optimistic culture
A truly purpose rich job where your success is based on helping others	Consistent but emotionally intelligent feedback to help remove your blind spots and to accelerate your development	A safe, values led institution that put the wellbeing of students and staff first
The opportunity to work at a place where students are genuinely at the heart of our decision making.	Financial investment in your professional progression	We are not obsessed with hierarchy. We are obsessed with the student experience.
A flexible and contemporary approach to and view of work	A culture where failure is seen as a learning opportunity	Collaborative opportunities to work with colleagues from two other sixth form colleges

## Who we are looking for and what we expect

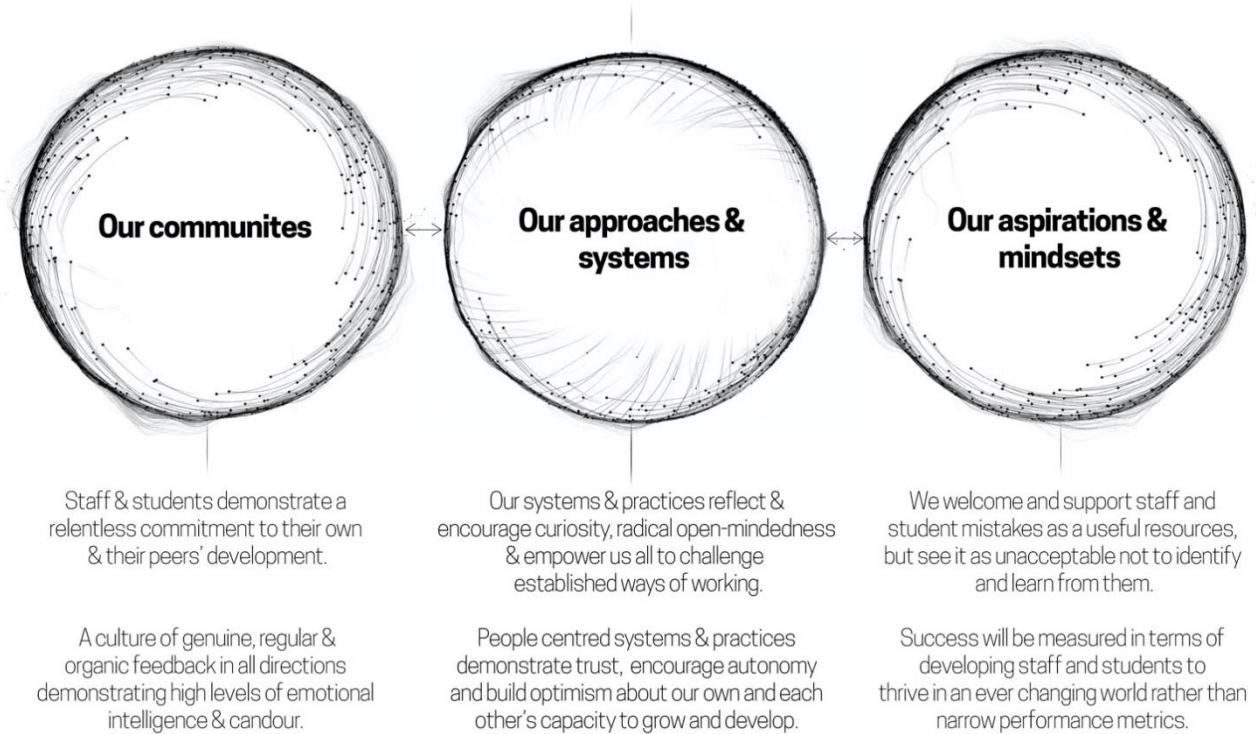
We are looking for adaptive and people centred staff. The college prides itself on having supportive, reflective and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement.

We would like someone who can truly inspire students and staff to do things which inspire them. We want someone who is reflective and asks for help when they need it. Someone who always sees the best in our students and is willing to support the wider college and trust. No one subject specialism is essential, but an ability to contribute to a range of subject teaching areas would be welcomed.

Finally, we want the most creative, dedicated and effective people in education to join us and we will do all we can to make that happen. We want all appointments to believe in our mission and values. We also expect them to desire to work in a deliberately developmental organisation as illustrated below.

the three dimensions of a

## **Deliberately Developmental Organisation**



*The College is committed to the safeguarding and promoting the welfare of young people*

*The successful candidate will be required to undertake a criminal record check via the DBS services*

*The College promotes diversity and welcomes applications from all sections of the community*

*All candidates with a disability will be offered an interview should they meet the minimum requirements of the post*

*The College is committed to the continuing professional development of all staff*



# Specialist Support Assistant Job Description

## **Job Purpose**

To provide first response class support for individual medical need (non-academic)

## **Accountability:**

Specialist Support Leader

## **The main duties and responsibilities attached to the post will be:**

To work with teaching teams and the Specialist Support Leader to provide first support response for an individual medical support need.

- Classroom supervision of one identified student support need
- Responsibility for identified individual during scheduled timetable sessions
- First point of contact for medical need
- Provide Basic First Aid response
- General classroom resource support
- Examination and Assessment supervision and invigilation duties

## **Generic duties for all College Staff:**

- To support the College's mission, values and strategic objectives
- To support the College's policies on diversity and inclusion
- To ensure awareness and compliance with the College's Health & Safety Policies and practices
- As a member of staff working in a College setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
- To embrace the College's commitment to people development by taking part in continuing professional development activities.

This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties, as directed by the Principal or which may reasonably be regarded as within the nature of the post, after consultation with the post holder.

# Specialist Support Assistant Person Specification

Qualifications	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> <li>A good standard of education to include GCSE English and Mathematics or compensatory relevant experience</li> </ul>	✓		Application
Experience			
<ul style="list-style-type: none"> <li>Experience of working within an educational setting would be advantageous but not essential</li> </ul>		✓	Application & interview
Skills and Abilities			
<ul style="list-style-type: none"> <li>First Aid at work Certificate</li> </ul>		✓	Application & interview
<ul style="list-style-type: none"> <li>Computer literate with good IT skills and proficient in the use of Microsoft Office packages, essentially Word and Excel</li> </ul>		✓	Application & interview
<ul style="list-style-type: none"> <li>The ability to relate well to young people and to develop an effective rapport with those that you support</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>A professional and caring approach when dealing with student's families, teaching staff and external bodies.</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Be flexible in approach and able to adapt to the differing needs of the students</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Good organisational, planning and communication skills with an understanding of the need for confidentiality within the role. Accurate record and note taking</li> </ul>		✓	Application and interview
Knowledge and understanding			
<ul style="list-style-type: none"> <li>Flexibility in terms of working hours around peak times within the College calendar</li> </ul>		✓	Application and interview
<ul style="list-style-type: none"> <li>knowledge of Health &amp; Safety regulations</li> </ul>		✓	Application and interview
<ul style="list-style-type: none"> <li>Understanding of and commitment to equal opportunities and how to incorporate it into the role.</li> </ul>		✓	Interview
<ul style="list-style-type: none"> <li>A clear commitment to the principles and practices of keeping children safe in education (KCSE), equality and diversity and the safeguarding of young people</li> </ul>	✓		Interview



# Completing your application

## Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

## Contract Details

The post is made on the terms and conditions of the Support Staff in Sixth Form Colleges.

Contract:	Part Time Temporary Fixed Term to approximately end of June 2022
Hours:	17 hours per week 0.459FTE Monday to Friday
Actual Salary:	£7,499 per annum SFC Pay scale Point 5
Start Date:	Immediate Start Available
Pension:	Membership of the Local Government Pension Scheme

### 1. Application is by means of:

- a completed application form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. ***You are asked NOT to send a Curriculum Vitae (CV).***

The criteria in the enclosed person specification will be used to assist the short-listing process.

The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application you must ensure that you indicate how you meet these criteria.

### 2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

### 3. Health

If you are successful in your application you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

### 4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

### 5. Equal Opportunities

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

### 6. DBS Disclosure

If you are successful in your application you will also be required to complete a DBS application at enhanced level,  
which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamped addressed envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website [www.ke6n.ac.uk](http://www.ke6n.ac.uk)

**Closing date for applications: Wednesday 16 February 2022 at 09:00am**

**Interviews to be held: Thursday 03 March 2022**

Applications should be addressed to: Associate Principal - Corporate Services  
King Edward VI College,  
King Edward Road  
Nuneaton  
CV11 4BE

Email: [personnel@ke6n.ac.uk](mailto:personnel@ke6n.ac.uk)

*The College is committed to safeguarding and promoting the welfare of young people.  
The successful candidate will be required to undertake a criminal record check via the DBS.  
The College promotes diversity and welcome applications from all sections of the community.  
All candidates with a disability will be offered an interview should they meet  
the minimum requirements of the post.  
The College is committed to the continuing professional development of all staff.*

Thank you for your interest in King Edward VI College, Nuneaton.

Better Futures Multi-Academy Trust  
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Email: [personnel@ke6n.ac.uk](mailto:personnel@ke6n.ac.uk)  
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