LONDON SOUTH EAST ACADEMIES TRUST

CANDIDATE PACK

Teaching Assistant



Start date:
ASAP

Location:
East Sussex Skills Academy
Down Road
Bexhill
East Sussex
TN39 4HS

Part of

Elevare® CIVIC EDUCATION GROUP

LONDON SOUTH EAST ACADEMIES TRUST

Our Mission

Passionate about potential, we promise to realise the unique talents and abilities of the children and young people entrusted to London South East Academies Trust.

Ambitious for every child, we will work tirelessly to ensure that progression and their 'next step' is always in reach. We recognise and respect the diversity and strength that our different schools bring to our community, within the school and beyond.

Our mission is to create a network of outstanding schools that:

- Promote excellence
- Celebrate diversity
- Enable personal development and achievement
- Foster social value in their communities



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Our Vision

Our vision is to create a future where every child, in every school, can flourish every day.

- Give all children an inspirational school offer
- Ensure the educational achievement of every child and young person entrusted to us.
- Have a relentless focus on accelerating learning
- Reward ambition and high aspirations through all of our schools
- Maximise the strength of our diversity
- In areas of social and economic deprivation we will improve the life chances of children and young people
- We will actively challenge social inequality
- Create a diverse network of high performing schools



> The Trust's commitment to improving outcomes for some of the most vulnerable children in East Sussex has been impressive and continues to make a significant difference enabling these boys to achieve and thrive.

Maria Dawes - CEO, Schools Alliance for Excellence

Our Values

SUCCESS
Success is for all. We create a culture of continuous improvement, encouraging all learners and staff to strive to be better, and succeed.

TEAMWORK
We work together to maximise the talent and abilities of all, with our learners central to every choice we make.

ACHIEVEMENT
We have ambition for our learners and staff so that they can achieve and exceed with courage, resilience and determination, realising their own unique potential

RESPECT
We empower our learners and our staff to be respectful, to value diversity and to maximise this as a talent and strength.

SERVICE
Our purpose is to serve our learners and our communities. Leaders at every level serve with integrity, ensuring our learners achieve and progress in society.

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Job Description

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Job Title: Teaching Assistant (Alternative Provision KS3 to KS4)
Salary: H13 to H16 on the LSEAT Harmonised pay scale
Contractual Hours: 32.5 hours a week
Contractual Weeks: 39 weeks per year
Position Status: Permanent

About our vacancy:

We are looking to appoint a full-time Teaching Assistant to join the dedicated team at East Sussex Skills Academy.

This is an exciting opportunity to join a supportive and ambitious alternative provision, helping young people overcome barriers to learning and achieve their full potential on a full-time, permanent contract.

We are seeking a Teaching Assistant who is:

- Passionate about supporting learners to achieve their full potential.
- Enthusiastic, caring and committed to creating an inclusive learning environment.
- Able to work effectively with tutors to support teaching and learning.
- Flexible, organised and able to use their own initiative.
- Committed to safeguarding and promoting the welfare of young people.
- Able to build positive relationships with learners, colleagues and parents/carers.

At East Sussex Skills Academy, we believe in the potential of every young person.

We deliver a broad and balanced curriculum that combines core academic subjects- including Maths, English and Science - with high-quality vocational pathways delivered in industry standard professional learning environments.

Preparation for Post-16 progression is central to our work. We collaborate directly with local colleges, training providers and apprenticeship partners to ensure students leave with the qualifications, guidance and confidence require to take their next step successfully.



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Job Description

Main Purpose of the role

To work under the instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

- Work under the guidance of teaching staff to assess and provide consistent support to pupils with social, emotional and behavioural difficulties to overcome the barriers to learning.
- To give each pupil a feeling of increased self-esteem and self-worth at East Sussex Skills Academy.
- To monitor the progress of the pupils across the curriculum and to ensure consistent and acceptable standards of work and behaviour.
- To identify obstacles to personal progress and attempt to overcome them.
- To develop good relationships with pupils and their parents/carers.
- To work in partnership with teaching and support staff across all sites.





Key responsibilities of the job holder

The Teaching Assistant provides appropriate support and guidance for each pupil in their care. This will be based on personal knowledge of their circumstances, learning needs, achievements and aspirations.

- Engage fully with pupils in classrooms and all other learning areas and by working with small group and acting as a role model to lead to academic progress and social development.
- Work one to one with pupils to improve progress and achievement.
- Assist with assessment and the development of individual learning plans.
- Contribute to the development of policy and good practice in specific related areas.
- Establish productive working relationships with pupils, acting as role model and setting high expectations.
- Promote the inclusion and acceptance of all pupils within the school environment.
- Encourage pupils to interact with others and engage in activities led by themselves or the teacher.
- Provide feedback to pupils in relation to progress and achievement.
- Provide consistent support to all pupils responding appropriately to individual pupil needs.
- Anticipate and manage pupil behaviour constructively, promoting self-control and independence in line with established school policy.
- Support restorative practice strategies to improve pupil behaviour.
- Record instances of interventions to improve behaviour and achievement.
- Liaise with Senior Leadership Team, Inclusion Managers and Teachers, SENCo, and other relevant staff regarding pupils who are of concern.
- To undertake any other reasonable duties, as requested by the Senior Leadership Team.
- Be physically fit and prepared to undertake positive handling training with all staff as required by the SLT.
- Be prepared to use, and support other staff, using positive handling techniques as a last resort in conflict management.
- Comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.
- Complete an apprenticeship degree appropriate to the role

The scope of this profile reflects the needs of the academy at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the academy change over time

General Requirements

Take on any additional responsibilities which might, from time to time, be determined.

Safeguarding: Demonstrate a clear commitment to safeguarding and promoting the welfare of children and young people, adhering to all policies and statutory guidance, and reporting concerns promptly in line with our procedures.

Equity, Diversity and Inclusion: Promote an inclusive culture that values diversity, ensures equality of opportunity, and challenges discrimination in all its forms.

Health and Safety: Take reasonable care for your own health and safety and that of others, complying with all relevant policies, procedures and risk assessments.

STARS Values: Consistently model and promote the our STARS values, contributing positively to our culture and reputation. Sustainability: Support our commitment to environmental sustainability through responsible use of resources and sustainable working practices. This job description may be amended at any time following discussion between the Head Teacher, Senior Leader and member of staff, and will be reviewed annually.

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What we offer

- Friendly, enthusiastic, delightful pupils and students who teach us something new every day
- A committed and caring staff team who support and develop each other
- A proactive and supportive SLT who are actively mindful of workload
- A collaborative approach to planning and problem-solving
- A comprehensive induction and an ongoing extensive CPD programme
- Opportunities to develop your skills and talents
- Small class sizes with high staff/pupil ratio
- Free parking on site
- Advantages of belonging to a multi-academy trust, e.g. discounts on gym and wellbeing services, access to free and confidential Occupational Health and Employee Assistance
- Programmes Excellent Pension Schemes - Including employer contributions to the Teachers' Pension Scheme, Local Government Pension Scheme, or Nest.
- Professional Development - Access to high-quality training, leadership development, and career progression opportunities
- Employee Assistance Programme - Providing free, confidential support.
- Travel Support - annual season ticket loan and cycle-to-work scheme.
- Well-being and Lifestyle Benefits - including access to gym discounts, discounts in our in-house college restaurant, and reduced-price hair and beauty treatments.
- Free Onsite Parking - available at our schools.
- Free mortgage and financial advice - Get 15% off wills with Radnew and Mortgages.





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Person Specification

Qualifications	Essential	Desired
Good level of education to Level 2 or equivalent (including English & maths – or be willing to achieve this	X	
Specialist qualification in youth work or related field		X
Knowledge and Experience		
Experience in working with diverse groups, preferably in an educational setting		X
Experience of offering support, guidance and information to a diverse customer group	X	
Knowledge and understanding of the issues affecting students	X	
Knowledge of the internal and external services typically used by students and an awareness of any appropriate referral procedures		X
Experience of using a student tracking system i.e. Arbor		X

Skills and Competencies	Essential	Desired
Skills and Competencies: Excellent front line customer service skills – patience, tact, sensitivity and good humour	X	
Proven initiative and creative problem solving skills	X	
An ability to relate to, and empathise with, students and backgrounds	X	
Ability to communicate with a wide range of individuals including students, staff at all levels and external organisations, both verbally and in writing	X	
A working knowledge of MIS (Arbor) and Microsoft Office packages, including Word, Excel and Outlook.		X
The ability to summarise information and highlight key features		X
Be able to deal with people in a calm and courteous manner	X	
The ability to work under pressure and to deadlines both independently and as part of a team	X	
The ability to work with discretion and maintain confidentiality	X	

Other Qualities	Essential	Desired
Well-organised and able to work autonomously	X	
Proven ability to motivate and inspire others	X	
Strong problem solving capabilities	X	
Effective presentation skills	X	
Professional and approachable	X	
Demonstrable teamwork	X	
Tactful and diplomatic	X	
Ability to work on own initiative and under pressure	X	
Flexibility in approaching work situations	X	
Flexibility in approaching work situations	X	
Personal integrity and honesty	X	
Ability to work confidentially	X	
A commitment to continuous professional development at both personal and team levels	X	
An understanding of, and commitment to, the academy's Equality and Diversity policies	X	
An understanding of, and commitment to, the academy's Health and Safety Policies	X	
The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X	

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How to apply

If you wish to discover more about this exciting opportunity, request a copy of this candidate pack or an application form, please view our vacancies page here.



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