

Specialist Support Assistant
King Edward VI College
Candidate Pack



Introduction from the Principal



Dear Applicant,

Thank you for enquiring about our advertised role at King Edward VI College.

We are looking for someone who has the desire and skills to build our vision of the future, building on the foundations already in place to help take the college, and wider Trust organisation, on the next stage of its journey to becoming sector defining.

We are part of a multi academy Trust that is a modernising force for post-16 education, sharing best practice amongst high performing colleges, drawing inspiration from sectors beyond education and working in collaboration with one of the most entrepreneurial higher education organisations in the country. It's an incredibly exciting place to work but takes us all out of our comfort zones. . It is challenging, but then we believe that's the best place to be. If that appeals, then we look forward to hearing from you.

The successful candidate will be a 'team player' with excellent communication and organisations skills. working with the Specialist Support Team and wider college support community to ensure that the college continues to prosper through the changes and challenges of the coming years. It will be all our mission to uphold and strengthen the vision and values of our organisation, to evolve its ethos and culture, to provide an inclusive, ambitious, and supportive environment in which our students can continue to flourish personally, academically and socially.

We are not necessarily looking for someone who has done it all before. The right attitude and outlook, aptitude and enthusiasm, and a willingness to work hard and learn quickly are likely to be as important as experience. As we continue to grow the structures of the college and wider organisation will evolve. Development is central to our organisation and an ability to embrace change is desired.

The following pack will hopefully give you a better picture of our college and Trust. If the role appeals to you, we look forward to receiving your application.

Stuart Noss, 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.

We are also excited to be part of a MAT, giving us the chance to work with other students and colleges to further enhance the student experience for all.

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

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.

Vision:

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

Values:

- **Involved.** We are one community with a shared responsibility
- **Ambitious.** We are curious to create exciting and aspirational 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.

The college has a long history in the town of Nuneaton, tracing back to the establishment of an education provision in 1552. For much of its recent life, the college was a boys Grammar School, with the existing grade II listed 'R Building' being built in 1880. The town retains a fondness for the college and still commonly refers to it as 'KEGS'.

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 areas beyond.

We are the only Sixth Form College in Coventry and Warwickshire and currently have over 1400 students and over 140 staff.

We offer over 40 different level 3 subject courses and have a well populated Foundation Programme for those needing to increase their GCSE grade profile. The college believes in developing the whole individual, so invests heavily in a diverse range of enrichment courses, as well as trip, guest speakers and more. In addition to our 16-19 work, we are slowly increasing the number of higher level courses, with Media, Fine Art and Business currently on offer.

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



The college sits on a historical site, just outside of Nuneaton town centre. It is well served by public transport, allowing students from Warwickshire and Leicestershire to travel to the college. It is an exciting time to join the college, as we embark on a multi-year programme of refurbishment, enhancement and development. We have recently added a new state of the art facility in the town centre (W block) and have been allocated to the national Schools Rebuild programme, from which a new campus will emerge in due course.

The existing college site includes a library, study centre, flexible lecture/activity space, canteen, common room, a one court sports hall, two external quads and a large playing field with pavilion.

Classrooms vary in size but are well served with IT and resources. 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.

The college utilises a six-block timetable, with a standard college day between 9am and 4,30pm. The college runs a 50:50 model of learning, in which each class is allocated four hours of face-to-face teaching time, as well as four hours of structured learning outside of the classroom. Collaboration, development, and enrichment time is allocated to Monday, Wednesday, and Friday afternoons (2.30-4.30pm).

Students are also provided with a progress support tutor, to guide and support them through their time at college and help achieve positive destinations onwards. Students have a Progress Session once per week, as well as regular one to one meetings.

The college is growing yearly and currently has approximately 1400+ students and 140+ staff. We expect growth to continue in the coming years with post-16 demographic population rises.

Better Futures Multi Academy Trust

A bit about Coventry University.

Coventry University Group (CU) is nationally and internationally recognised as an innovator in the higher education world. The CU 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.

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, as well as a long-standing reputation for Engineering, Business and Art & Design.

The University has achieved TEF Gold and in the Guardian University Guide, is ranked as 15th 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. 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.

Better Futures MAT (BFMAT) has 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.

The MAT takes a collaborative, collegiate approach in its formation and development, seeking to connect colleges and share best practice, whilst retaining their unique identities.

A key aim of the MAT is to understand how best to improve the educational experience of the students in post-16. 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. KE6 formally joined as a founding member on 1 January 2019, followed shortly afterwards by Bilborough SFC and Gateway SFC.

With the three founding members in place, we are focussed 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 is crucial towards reaching our vision.

As a leadership member of the Trust, you will be actively involved in our 'strand project teams' and will work with colleagues from the Trust central team, other colleges, and university to develop new ideas and ways of working.

The Role

Specialist Support Assistant(s)

Start Date: 22 August 2024

Part Time 34 hours (0.790 FTE)

8:30am to 4:30pm Mon/Tues/Thurs

8:30am to 3pm Wed/Fri

Part Time Term Time Only 195 days inc 5 training days

Fixed Term to 31 August 2025 in the first instance*

(*a review to permanent taking place by the end of April 2025)

Sixth Form College Support Staff Pay Scale Point 5 to 9
£22,736 to £24,442 per annum (Pro-rata part time £17,961 pa)

Closing Date for Applications: Monday 24 June 2024 09:00am

Interviews to be held: Monday 01 July 2024

The opportunity

We are seeking to appoint an enthusiastic and inspirational individual to assist and support our Specialist Support Team. The College prides itself on having supportive, reflective, creative 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. Staff and student feedback are embedded in our systems.

The successful applicant will be working as part of a highly ambitious support network who strive to meet the ever-changing needs of our students.

The Person

We are looking to recruit the right person. Attitude, values and mindset are critical features of all our staff. We want staff and leaders who bring their genuine self to everything they do and want to be involved in every aspect of college life. We want an administrator whose ambition for those around them is unlimited and support is unconditional.

The College

King Edward VI College (KE6) is an exciting high performing Sixth Form College being the founding member of Better Futures Multi-Academy Trust Limited, which includes Bilborough Sixth Form College, Gateway Sixth Form College and sponsored by Coventry University [BFMAT – Better Futures Multi-Academy Trust](#).

This is an exciting time to join us as we develop partnership links across the education sector. The college has over 1400 students and over 140 staff and is growing.

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 heard 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 see our college as a community, one we seek to contribute to the growth and impact of. Within this community we seek staff and students that demonstrate a relentless commitment to their own and their peer's development. Progress is not measured by a narrow set of metrics, but rather a diverse range of rounded information that enables people to thrive in a challenging world.

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 specialism is essential, and no one set of experiences more valuable than another. We are looking for people that can contribute across a range of areas.

Whatever your area of expertise, we are looking for people who have curiosity and are open minded to new things and new ways of working. As educators we love to learn and aim to foster a passion for learning. We aim to give professional space in our organisation and allow discretion to make the best and right decisions. As a people centred organisation, we take a positive view of staff and students, building optimism about our own and each other's capacity to grow and develop.

There is an aspect of all this that is demanding. We require positive impact. We are looking for people who embrace feedback and can do so with candour. Honesty is crucial and seeking feedback just as important as giving. We believe in creating a space in which risks can be taken and new ideas supported. Mistakes are seen as useful opportunities to learn but we must learn from them and move forwards.

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 expect the best of people and will work tirelessly to give the best conditions and opportunities in return.

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 service.

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 Team Job Description

Purpose of post: To provide supervision and support to High Needs Individuals with EHCP Care Plans.

Responsible to: Specialist Support Leader

Main Duties and Responsibilities

To work with teaching teams and the Specialist Support Leader to provide supervision support for individuals with EHCP Care Plans.

- Classroom supervision of identified students with EHCP support need, including Autism, social emotional and mental health needs.
- Responsibility for identified individual during scheduled timetable sessions and unstructured times.
- General classroom resource support
- Examination and Assessment supervision and invigilation during examinations and assessments
- Supervision of students' physical needs

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.

We appreciate applicants may wish to discuss the potential role, job description, organisation or even visit the college to find out more. All enquiries are welcome. Please see the section 'completing your application' for ways to get in touch.

Specialist Support Team Person Specification

Attributes, Values & Behaviours

As a values driven organisation, the person specification reflects the importance we place on these. Outlined below is our leadership framework based on our values and our Principal will need to demonstrate these as well as the ability to develop these in others;

Ambitious

- Setting a clear & compelling vision, always looking to inspire people to do things they never thought they could.
- Avoiding over complication & change for changes sake - seeking clarity of purpose & simplicity in all we do.
- Being obsessive about improving the experience we offer students & staff, acting as a role model for the standards of behaviour we should all expect of each other.
- Focussing on collective improvement through the development of highly performing teams & shared accountability rather than individual glory/blame
- Demonstrating an unquenchable appetite for learning & exploring new ways of approaching our challenges, focussing on developing this with all our staff & students.
- Being able to combine dreams & big ideas with details; act as doers, not just thinkers.

Involved

- Ensuring high levels of visibility & engagement of our leaders around our colleges & within our local communities.
- Actively seeking & developing partnerships to ensure we are connected to & having a significant positive impact on our local communities & on each other.
- Supporting staff to break down barriers to partnership working, within colleges, across the Trust & with external partners.
- Acting as champions of inclusivity & diversity & challenging any behaviours, structures or processes that are not fully inclusive for the communities we serve
- Remembering to tell people when things are going well & actively celebrating the achievements of our students & staff at every opportunity.
- Encourage innovations & ideas for improvement from others, focussing on the potential benefits & being risk aware rather than risk averse.

Supportive

- Acting as a role model for our staff in terms of staff wellbeing & work-life balance, setting expectations & challenging staff when they fall short of these expectations.
- Demonstrating empathy & emotional intelligence particularly in difficult moments, while helping staff & students frame possible solutions to their challenges. Not being afraid to get our 'hands dirty' with staff to help solve a problem.
- Focussing on empowering all our people, ensuring they gain the skills & experience needed to thrive at work, through training, coaching, mentoring & wider development opportunities.
- Knowing the difference between being empowering & being enabling when supporting/developing our people & being skilled at having 'crucial conversations' when needed.
- Always believing in & promoting the ability of our staff & students to further develop their skills & abilities.
Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.

Genuine

- Keeping the promises, we make & sticking to our commitments, particularly in difficult times. Not being afraid to take risks & encouraging this in others, ensuring we maximise learning from our mistakes & failures.
- Seeking honest & regular consultation with & feedback & from students & staff, responding meaningfully & constructively, without 'spin' or rancour.
- Giving regular, honest & constructive feedback to our staff, collectively & individually to help them further develop & Thrive at work
- Having the conviction & tenacity to disagree when needed, but once a decision is made committing wholly to it, even when uncomfortable, unpopular, or exhausting.
- Promoting an openness of discourse. Acknowledge we will not always be right & welcome constructive challenge of our Thinking
- Challenging cynicism, pessimism, or political expediency in ourselves & others, working to demonstrate how we can help bring about positive outcomes in line with our values

Specialist Support Assistant Person Specification

Qualifications	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> A good standard of education to include GCSE English and Mathematics 	✓		Application
<ul style="list-style-type: none"> Teaching Assistant qualification (TA1) desirable or willingness to work towards 		✓	Application / Interview
Experience			
<ul style="list-style-type: none"> Experience of working within a similar supportive role or an education setting – training will be provided 		✓	Application
<ul style="list-style-type: none"> Experience of working with protected characteristics 		✓	Interview
Skills and Abilities			
<ul style="list-style-type: none"> Proficient in the use of Microsoft office products (word, excel) 	✓		Application/ Interview
<ul style="list-style-type: none"> The ability to relate well to young people and to develop an effective rapport with those that you support 	✓		Application/ Interview
<ul style="list-style-type: none"> Adaptability & Flexibility to meet the needs of our students and working hours around peak times within the college timetable 	✓		Interview
<ul style="list-style-type: none"> A professional supportive approach when dealing with students, their families, teaching staff and external bodies 	✓		Interview
<ul style="list-style-type: none"> Good organisational, planning and communication skills with an understanding of the need for confidentiality within the role. 	✓		Application/ interview
<ul style="list-style-type: none"> First Aid at Work certificate (or willingness to work towards), Health & Safety knowledge including manual handling in relation to the role. (Training & qualifications provided) 		✓	Application/ Interview
Values			
<ul style="list-style-type: none"> Be committed to the KE6 Mission and Values 	✓		Application/ interview
<ul style="list-style-type: none"> Be committed to own self development and engage in regular continued professional development opportunities 	✓		Application/ Interview
<ul style="list-style-type: none"> A clear commitment to the principles and practices of Equality & Diversity and the safeguarding of young people 	✓		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 for Support Staff in Sixth Form Colleges.

Contract:	Part Time Term Time Only Fixed contract to 31 August 2025 195 days including 5 training days
Hours:	34 hours per week Monday to Friday
Actual Salary:	Sixth Form College Support Staff Pay Scale Point 5 to 9 £22,736 to £24,442 pa (Pro-rata part time £11,961 to 19,309pa)
Start Date:	22 August 2024
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 stamp 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

Closing date for applications: Monday 24 June at 09:00am

Interviews to be held: Monday 01 July 2024

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

Email: personnel@ke6n.ac.uk

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*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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