

# Student Carer - Co-Educator

## Recruitment Information for Candidates

Application Deadline – Friday 24<sup>th</sup> September 2021



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Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



Mr G. Smith B.Ed (Hons), NPQH  
Headteacher





The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

**The Lower Academy** is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.





**The Upper Academy** is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

**Position: Student Carer - Co-Educator**

Responsible to: SENCO & Senior Co-Educator

Salary Range: Band 3 FTE: £20,445 - £23,367

Working weeks: 39 weeks (Term Time + inset + twilight) and Parent/Open evening as required

Working Hours: 37 hours per week (08:00-16:00 Mon-Thurs and 08:00 – 15:30 Fri)

**Purpose**

To assist in the support, development, physical needs, and personal care of an SEND student. The role includes supporting a student in a bespoke curriculum and carrying out duties such as feeding and hoisting.

**Duties and Responsibilities:****Supporting the student:**

- Supporting the student with personal needs as required by the individual child/young person. This may include help with social welfare, care and health matters, including toileting, dressing, feeding, mobility etc.
- To assist the student in accessing a bespoke curriculum
- To establish a good working relationship with students
- To encourage the acceptance and integration of special needs students
- To help develop the students' self-esteem
- To support students with personal care
- To assist with escorting students on educational visits, both local and international travel
- To physically assist students during activities e.g. physiotherapy, feeding and personal care
- To communicate with parents about progress ( optional)
- To work with the student on a 1:1 basis in completing a range of creative tasks to develop fine motor skills and both verbal and non-verbal communication

**Support and curriculum:**

- To support quality first experience in a bespoke curriculum
- To assist in the development of a suitable programme of support
- To work with staff in the recording of student progress
- To assist in the upkeep of review and monitoring paperwork
- To participate in the evaluation and review of the individual education plans

**Supporting the Academy:**

- To work with other professionals supporting students
- To attend relevant in-service training sessions and Faculty meetings
- To be aware of school policies

## Person Specification

### Qualifications

Essential	Qualifications in Maths and English at minimum C grade GCSE or equivalent Level 2 qualification.
Desirable	Further relevant qualifications e.g. TA qualification, qualification in child care, A levels.

### Experience

Essential	Experience working with young people who have physical disabilities and require personal care.
Desirable	Experience working with young people in an educational capacity and with young people who have emotional and behavioural difficulties. Experience working with young people aged 11-16.

### Knowledge and Skills

Essential	<p>Ability to relate well to children and adults and establish good working relationships.</p> <p>Ability to provide support for pupils, including those with special needs, ensuring their safety and well-being.</p> <p>Ability to utilise a range of strategies to support pupils in making progress.</p> <p>A good understanding of child development and learning processes.</p> <p>Ability to undertake pupil record keeping as requested, record achievements and progress and provide appropriate feedback for the teacher.</p> <p>Act as role model.</p> <p>Use ICT effectively to support learning.</p> <p>A good understanding of numeracy and literacy rules to support learning.</p> <p>Constantly improve own practice through self-evaluation and sharing good practice.</p> <p>Awareness of procedures relating to child protection, health, safety and security, confidentiality and data protection.</p>
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### Aptitude

Essential	<p>Work effectively as part of a team and contribute to group thinking, planning etc.</p> <p>Effective time management.</p> <p>To be flexible.</p> <p>Ability to follow instructions accurately.</p> <p>Use own initiative and work independently.</p> <p>Excellent communication skills with adults and children, verbally and in writing.</p> <p>Motivate, inspire and have high expectations of students.</p> <p>Creative approach to problem solving.</p> <p>Work calmly under pressure.</p> <p>Committed to personal and professional development.</p> <p>Awareness of, and commitment to, equalities issues.</p>
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## General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy
- The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade



## Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Academy Support Manager Lisa Church on 01268498710 or email [recruitment@basildonacademies.org.uk](mailto:recruitment@basildonacademies.org.uk)
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

[recruitment@basildonacademies.org.uk](mailto:recruitment@basildonacademies.org.uk)

Ms Lisa Church  
Academy Support Manager  
The Basildon Academies  
Wickford Avenue  
Pitsea, Basildon  
Essex, SS13 3HL

## Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

## Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

### **Equal Opportunities**

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

### **Recruitment monitoring information**

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



