SEAX Trust

Class Support Team Candidate Information Pack

SEAX Trust

A Special Schools Trust based in Essex

Welcome to SEAX Trust

Thank you for your interest in this position at SEAX Trust.

SEAX Trust is a multi-academy trust of five special academies, each with their own unique style and specialism. Our schools span Essex; from Brentwood, to Chelmsford and on to Colchester. They serve over six hundred wonderful young people with a range of special educational needs: from moderate learning difficulties; speech, language and communication needs and social, emotional and mental health needs, as well as meeting the needs of a significant group of pupils in all of our schools with an autism diagnosis.

At SEAX, we work to make sure that every young person with a special educational need has an excellent education, which gives them every chance for the brightest of futures. We believe learning is more than simply sharing knowledge. It starts with the relationships we build together in our educational communities and has led to one of our values, which is to: '*Put Young People at the Heart of Everything we do'.*

Key to our success is the commitment of our highly valued body of staff. They are the very special people who have made our schools the joyful, kind and unique places they are today. You will find some of their testimonies in this pack and further information on our websites, but if you would like to visit or speak to us to find out more, we would welcome your phone call or email.

Our class support teams sit at the very heart of the work we do. They provide the individualised support on which Teachers rely and their skills give our pupils the confidence to reach out further to embrace new challenges. Often, pupils form close bonds with our class support staff, meaning that they carry a high level of trust for pupils and they are always very popular at parents evenings!

Ruth Sturdy

CEO, SEAX Trust

As you discover more about us, if you feel you support our values and think you might be someone special who could make a difference for our young people at SEAX, we most certainly want to hear from you.

Ruth Sturdy

CEO, SEAX Trust

Our Staff

Although our staff base includes a wide range of professions, from teachers to care workers and administrators to caterers, more importantly, everyone at SEAX has some very special qualities; kindness, dedication, patience and adaptability.

These qualities are key for all staff in the same way as they are for our pupil-facing staff. On any one day, you may be dealing with busy teachers, distressed parents or government departments. Although, at times, you may need to juggle a number of tasks before deciding which one to tackle first, we can promise you that every day will be different, interesting and extremely rewarding. But, if you ever run into difficulties, there will always be someone there to help you, because everyone at SEAX is regarded as an individual and everyone's needs matter.

Professionalism is central to our values and we expect everyone in our community to treat each other with respect. We model the values we want our pupils to develop and, as a result, we believe our schools are unique in the level of care and consideration we all show for others.

Testimonials from Staff

"The supportive atmosphere makes it a joy to come to work."

"I feel completely valued and heard, which is so rare and important."

"Our collaborative culture uplifts everyone, staff and students alike."

"The positive impact we have on our students' lives is deeply fulfilling."

"There is a genuine sense of care for staff wellbeing and personal growth."

"Every day presents a new opportunity to make a difference."

"The team spirit here is incredible. We all pull together for our students."

"I've grown so much professionally, thanks to the development opportunities on offer."

Our promise when you join us

We know that what makes SEAX Trust different is our body of highly-valued staff and, in recognition, we implement a wide range of rewards in all of our Trust schools. Joining us means that you will become part of a team of outward-looking professionals, where you will have an opportunity to influence the future.

We promise to offer you:

- An extensive range of training and professional development opportunities
- Support from experienced and dedicated practitioners
- A career pathway progression model with a range of exciting internal career opportunities
- Recognition of achievement
- Direct involvement in wider decision-making
- A fair work/life balance and right to request flexible working from day one
- A highly supportive central team
- A firm commitment to the strengths of equality and diversity
- A sense of cohesion and belonging and opportunity to join cross-Trust groups
- A policy to raise matters of concern
- A full Employee Assistance Programme, offering same day GP appointments and a range of other services including face to face physio and counselling

"Although it's true that it's impossible to please everyone all of the time, we will promise to listen, to be fair and to support your request whenever we can. We have an open-door approach in the Trust's Central Team and we're always out visiting our schools, so we really get to know our staff and hear what they have to say. It's good to reflect that at a time when teaching is in national difficulty, we've proven that our SEAX teachers stay in the profession." **Kate Stannard, Director of HR, SEAX Trust**

When life gets in the way of work commitments

We understand that not everyone wants to work full-time and that life sometimes gets in the way of work commitments. That's why, at SEAX Trust, we have introduced a number of ways to support your individual needs.

We have a firm belief that working more flexibly is the way forward and one of the ways to attract and retain the very best staff. We offer the right to request a change in your working pattern from the day you first start work; you can make up to two requests each year; we promise to consult you on our decision and we won't ask you to explain how you think the change could work.

We know you have commitments to young children and elderly relatives and we don't want this to get in the way of your career. We like to offer as many staff as we can the option of working from home, as a regular part of the job, or as and when they need to. We also offer carers an extra week's unpaid leave each year.

We offer sabbaticals for staff development & training, job-shares, flexi-time and, if it's possible, we'll let you pop out to see your child's Christmas Production, too.

We can't promise that we'll be able to meet your request, but we will if we can, and we want you to feel able to ask.

Talk to us at interview about your concerns and we'll see what we can do.

Equality and Diversity

Our commitment to equality and diversity goes far beyond our policy. Supporting children and young people from minority groups is what we do best and it's no different when it comes to the rest of our community.

We recognise that a diverse workforce brings a richness of knowledge and skills, helps our young people relate better to our staff and ensures we are making the most of the talent pool available to us. Therefore, we firmly encourage applications from minority groups.

We have a solid belief that all SEAX staff are of equal value, whether or not you are disabled; whatever your ethnicity, race, national origin or status; whatever your gender, gender identity, sexual orientation and/or gender reassignment status; whatever your religious or non-religious affiliation or faith background; whatever you or your partner's pregnancy, maternity or fostering status. And we have a 'no tolerance' policy in terms of bullying, victimisation and harassment.

We monitor and publish our Gender Pay Gap figures annually and have a fair and unbiased Pay Policy. We recognise and adhere to the Public Sector Equality Duty and our Leadership Team and Trustees set out and publish their new equality objectives at regular intervals.

As an organisation, we have acquired recognition as a 'Disability Confident Employer' and actively seek to employ people with disabilities. In fact, we now have a number of our own former pupils working in permanent roles across SEAX Trust.

If you need specific adjustments in order to submit your application, at interview or in your daily work, all you have to do is ask.

Our Recruitment & Selection Process

Our aim is to find the right person for the job. We want you to have (or be willing to learn) the skills you'll need for the role. This doesn't mean that you already need to have a long list of qualifications. It's more important to us for you to have a 'can-do' attitude, a willingness to learn and for you to show commitment. We want you to be happy at work and to feel rewarded by the job you do.

The Job Description

The Job Description sets out details of the role; the tasks you'll undertake, and the responsibilities you'll have. It also includes details such as who you'll report to, the salary grade and purpose of the job.

At SEAX, each job forms part of a wider network of roles known as 'Job Families'. A Learning Support Assistant, for example, is part of the 'Class Support family', which includes HLTAs and Cover Supervisors. We find this helps staff aspiring to progress, allowing everyone to see clearly what their next career steps might be. It's often the case that our Learning Support Assistants choose to go on to teacher training—something that we actively encourage and support. SEAX works in partnership with a range of teacher training providers, giving staff the opportunity to train to become a teacher while they work with us. We also actively offer a wide range of apprenticeship opportunities to staff wishing to learn new skills 'on the job'.

The Person Specification

The Person Specification allows you to see at a glance exactly what qualifications, skills and past experience might be necessary for the role. It will form the basis of your written application and our Recruitment Panel will judge all applicants fairly against this in the shortlisting process.

If you don't already have all of the requirements listed in the Person Specification, it doesn't necessarily mean that you aren't the right person for the job; consider whether you are prepared to learn and, if so, explain this to us in your application.

The Key Information Sheet

The Key Information Sheet sets out the remaining details and covers everything else you need to know.

How to Apply

When you've read through all the information and perhaps taken a look at our website, we hope that you'll consider submitting an application. However, if at any point you'd like more information to help your decision, or if you'd like to arrange an informal visit to one of our schools before applying, please telephone or email us and we'll be delighted to make the necessary arrangements.

In line with our safer recruitment process, once you've made the decision to apply, you'll need to complete one of our Application Forms. It's important that you complete this fully, as it helps us to shortlist applications fairly and, in addition, working with children means that we need to administer a number of background checks, some of which are completed prior to interview. Further details are set out in the Application Form itself.

The Interview Process

We hold interviews as soon as we can after the post has closed, but, where possible, we like to request references prior to interview, so that they are available to the Interview Panel on the day. This means that interviews usually take place about a week after the post has closed.

We aim to keep all candidates fully informed at each stage of the recruitment process; so you should know when your application has been received; whether or not you have been successful in securing an interview and, of course, after interview, whether you have been successful in securing the post.

Our Student Views

"The support here makes me feel like I can achieve anything."

"This school helps me with my challenges and I feel proud of what I can do now."

"The teachers understand me. I have fun learning and trying new things here.. The projects we do are really interesting and make me think differently."

"When I started here, I hadn't been to school for a while. I didn't go out. Today I went into town and met some friends."

"I've made friends and I feel safe here. It's nice to know everyone cares."

SEAX Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.