

**Teaching Support Staff**

**On Track Education Silverstone**

Please email completed applications to recruitment@ontrackeducation.com

**CLOSING DATE: 5pm, Monday 10th December 2021**

On Track Education Services Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

We are an Equal Opportunities organisation, totally Committed 2 Equality.

**ON TRACK EDUCATION SERVICES**

On Track Education Services Limited is a not-for-profit company established by a team of teachers in 2004. The company now runs seven independent special schools and additional support services around the country for young people with a range of diverse special educational needs. Pupils have their places funded by their local authorities. Each school has been judged as ‘Good’ in their last Ofsted inspection.

**OUR SILVERSTONE SCHOOL**

Our Silverstone school is an independent special school with places for up to 40 pupils aged 11 to 19 with a range of social, emotional and mental health difficulties. Our pupils often have histories of educational difficulties, poor attendance and/or exclusion from mainstream education. Many have special educational needs including behavioural, emotional, mental health and social difficulties and histories of challenging behaviour. Some have additional difficulties and specific learning difficulties including dyslexia, social communication difficulties, attention deficit hyperactivity disorder and autism.

We support our pupils to fulfil their potential by giving them unconditional support, providing them with good quality teaching and empowering them to effectively manage their own behaviour.

Every day is a fresh start at our school. Behaviour is managed in such a way as to:

* recognise and celebrate pupils’ achievements and improvements
* support our pupils to make positive choices and confidently manage their own behaviour
* meet the emotional and educational needs of all pupils
* raise the self-esteem and confidence of all pupils

Our staff team work together to build and maintain positive professional relationships with all pupils, treating each pupil with tolerance and respect. We strive to provide our pupils with a sense of success and positive achievement, approached by giving every pupil unconditional support, underpinned by THRIVE principles.

Our new school site opened in Silverstone in September 2019. The school, moved from its old site in Silsoe, was judged to be ‘Good’ by Ofsted in 2017. This new school site has been inspected and approved by Ofsted and offers excellent facilities to deliver academic, creative, vocational and outdoor learning opportunities.

**RECRUITMENT AND SELECTION STATEMENT**

The safe recruitment of staff is the first step in the effective safeguarding and promoting the welfare of our pupils. On Track Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

On Track Education recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. On Track Education is committed to ensuring that the recruitment and selection process is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. On Track Education will uphold its obligations under law to not discriminate against applicants.

On Track Education will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following pre-employment checks will be required:

* receipt of at least two satisfactory references, one from most recent employer\*
* verification of the candidate’s identity
* a satisfactory enhanced DBS check (including barred list information)
* verification of the candidate’s mental and physical fitness for the post
* verification of qualifications
* verification of professional status where required e.g. QTS status (unless properly exempted)
* the production of evidence of the right to work in the UK
* a check for a teacher prohibition order
* a check for a section 128 direction (for management positions)

***NB It is illegal for anyone who is barred from working with children to apply for, or work in our schools in any voluntary or paid capacity.***

* On Track Education will contact current and previous employers, if an applicant is shortlisted, as part of pre-appointment checks. In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. On Track Education will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.
* Further checks may be made for applicants who have lived or worked outside the UK. These will include a check for information about any sanction or restriction that an EEA professional body has imposed.

On Track Education will take up any discrepancies or anomalies in the information provided or issues arising from references at interview.

On Track Education will contact current and previous employers of those applicants.

On Track Education will keep and maintain a single central record of recruitment and vetting checks, in line with the statutory requirements.

On Track Education requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within On Track Education are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances. On Track Education is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

**EQUALITY, INCLUSION AND DIVERSITY**

On Track Education is committed to the principle of equal opportunity in employment. The terms equality, inclusion and diversity are at the heart of this policy. ‘Equality’ means ensuring everyone has the same opportunities to fulfil their potential free from discrimination. ‘Inclusion’ means ensuring everyone feels comfortable to be themselves at work and feels the worth of their contribution. ‘Diversity’ means the celebration of individual differences amongst the workforce. We will actively support diversity and inclusion and ensure that all our employees are valued and treated with dignity and respect. We want to encourage everyone in our business to reach their potential.

We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All job applicants, employees and workers (including agency workers) are covered by this policy and it applies to all areas of employment including recruitment, selection, training, career development, and promotion. These areas are monitored and policies and practices are amended if necessary to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.

Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in our Company as it seeks to develop the skills and abilities of its people. While specific responsibility for eliminating discrimination and providing equality of opportunity lies with managers and supervisors, individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Company.

Management will ensure that recruitment, selection, training, development and promotion procedures result in no job applicant, employee, or worker receiving less favourable treatment because of a protected characteristic within the Equality Act 2010 which are race (including colour, nationality, ethnic or national origin and caste), religion or belief, disability, sex, sexual orientation, pregnancy or maternity, gender reassignment, marriage/civil partnership and age. In accordance with our overarching equal treatment ethos, we will also ensure that no-one is treated less favourably on account of their trade union membership or non-membership, or on the basis of being a part-time worker or fixed term employee. The Company’s objective is to ensure that individuals are selected, promoted, and otherwise treated solely on the basis of their relevant aptitudes, skills and abilities.

**ROLE: Learning Support Assistant**

**On Track Education Silverstone**

**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **Responsible to:** | Noel Hopper, Head Teacher |
| **Location:** | On Track Education Silverstone |
| **Hours of work:** | 845am – 445pm Monday to Friday  |
| **Contract type:** | One year contract initially |
| **Salary range:**  | £18,533 - £19,250 dependent on qualifications and experience |

All On Track staff are expected to maintain an awareness of equality and diversity in relation to pupils, staff and visitors to On Track.

**Safeguarding**

On Track places safeguarding at the heart of all that it does and all staff are expected to:

* adhere to the Staff Code of Conduct policy at all times
* read and ensure their full understanding of all school policies
* be mindful of safeguarding and child protection issues in relation to all pupils
* report any concerns using the appropriate documentation
* engage positively in all training opportunities

**Job Purpose:**

To provide support and supervision for pupils aged between 11-18, encouraging their engagement in the learning process and working towards agreed aims and objectives. To work as part of a team contributing towards meeting the academic, social, behavioural and emotional needs of young people. You will also be required to undertake general administrative duties as required.

**Job description:**

* Support vulnerable young people aged 11 – 18 years, helping to raise their emotional wellbeing and their aspirations to learn.
* Develop an understanding of safeguarding and always make this a priority.
* Implement strategies to support pupils with social, emotional and behavioural difficulties, developing an understanding of their Special Educational Needs.
* Work as part of a team to manage behaviour positively and in line with each pupil’s Behaviour Support Plan.
* Provide specific support, dependent upon their individual needs, ensuring their safety whilst supporting access to learning activities.
* To deliver small sections of the learning programme to individual pupils, as directed by the teaching staff.
* To supervise and support pupils during break and lunch times, encouraging them to interact with others in a positive manner; promoting their own self esteem.
* Undertake the duties associated with being a keyworker, if required.
* Create and maintain a purposeful and supportive environment for pupils.
* Maintain and keep accurate records as required.
* Contribute to the administration surrounding the pupils, as directed (record keeping, reporting, observations, risk assessment, support plans etc.)
* Prepare materials, displays and resources as directed.
* Work collaboratively with other staff as a colleague in a team.
* Undertake training as agreed with the Line Manager.
* Be responsible for maintaining safe working practices to fully comply with all safeguarding, risk assessment and Health and Safety guidelines and policy.
* Act positively to foster good relationships with the rest of the staff team.
* Maintain confidentiality relating to the pupils, staff and business of On Track.
* Read the On Track policies and act within them at all times whilst at work.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the managers to undertake work of a similar level that is not specified in this job description.

Your normal hours of work may be varied to meet the needs of the service with which you are based. You may be required to work hours in addition to your contracted hours.

**ROLE: Learning Support Assistant**

**On Track Education Silverstone**

**PERSON SPECIFICATION**

| **EDUCATION** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| --- | --- | --- |
|  | * Good general standard of education (GCSE Grade C or equivalent in English and Maths)
 | * Formal professional qualification in youth work / community work / social care / education
 |
| **EXPERIENCE** |  |  |
|  | * Experience of working with children and young people
 | * Experience of working with vulnerable young people displaying a range of diverse needs and with all levels of challenging behaviour
 |
| **KNOWLEDGE AND UNDERSTANDING** |  |  |
|  |  | * Knowledge and understanding of the diverse needs and issues surrounding young people
* Knowledge, understanding and the ability to implement Safeguarding policy
* Knowledge and understanding of Health and Safety requirements, including risk assessment
* Knowledge, understanding and the ability to implement work plans and of effective target setting
 |
| **PERSONAL QUALITIES** |  |  |
|  | * Ability to identify risks and implement strategies to minimise risk
* Ability to inspire confidence and commitment from and to motivate young people
* Ability to effectively and positively manage challenging behavior
* Ability to remain professional and composed in the face of challenging behaviour
* Professional interpersonal, written and verbal communication skills, including IT proficiency
* Ability to work as part of a team
* Flexible and approachable.
* Resilient under pressure.
* Ability to maintain a good sense of humour
* High levels of tolerance
* Trustworthy and dependable
 |  |
| ATTITUDES |  |  |
|  | * A commitment to the vision and values espoused by On Track Education.
* Commitment to own continuous professional development
* Commitment to equality of opportunity.
* Commitment to race and gender equality and social inclusion.
 | . |

**ROLE: Trainee Tutor**

**On Track Education Silverstone**

**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **Responsible to:** | Noel Hopper, Head Teacher |
| **Location:** | On Track Education Silverstone |
| **Hours of work:** | 845am – 445pm, Monday to Friday |
| **Contract type:** | One year contract initially |
| **Salary range:**  | £19,635 - £22,120 dependent on qualifications and experience |

All On Track staff are expected to maintain an awareness of equality and diversity in relation to pupils, staff and visitors to On Track.

**Safeguarding**

On Track places safeguarding at the heart of all that it does and all staff are expected to:

* adhere to the Staff Code of Conduct policy at all times
* read and ensure their full understanding of all school policies
* be mindful of safeguarding and child protection issues in relation to all pupils
* report any concerns using the appropriate documentation
* engage positively in all training opportunities

**Job Purpose:**

* To provide professional 1:1 support and supervision for children and young people, encouraging their engagement and working towards agreed aims and objectives.
* To plan, deliver and evidence an inspiring curriculum that enables all pupils to make good progress, enjoy and achieve in this subject.
* To support vulnerable young people helping to improve their emotional wellbeing, raise their aspirations to learn and support them in achieving their potential

**Job description:**

**(with support)**

* To plan and teach high quality lessons to meet individual student needs including undertaking appropriate risk assessment.
* To set clear targets for pupils’ learning, building on prior attainment and considering each pupil as an individual
* To have regard, and plan to meet, the special educational needs of pupils
* To assess pupil work and progress giving regular feedback in line with school policy
* To develop the subject specific schemes of work for all year groups, leading towards relevant accreditation
* To report on pupil progress in line with school policy and to ensure that pupils are thoroughly prepared for examinations
* To maintain a stimulating, engaging and safe learning environment, managing behaviour in line with school policy
* To develop and maintain an awareness of safeguarding and making this a priority, reporting all concerns promptly
* To understand, devise and implement strategies to support young people with complex social, emotional and behavioural difficulties, building rapport and being a trusted adult
* To provide specific and targeted support, depending on their individual needs and ensuring their safety whilst supporting access to learning activities.
* To create and maintain a purposeful and supportive environment to deliver such activities.
* To encourage the development of strategies for young people to manage behaviour, anger and frustration
* To maintain and keep accurate records.
* To attend, or produce reports for, multi-agency meetings when needed.
* To participate in ongoing assessments to include updating children and young peoples’ risk assessments, personal development and behaviour management plans.
* To model positive behaviour and encourage children and young people to interact with others in a positive manner.
* To maintain professional relationships with families, carers and professionals
* To promote self-esteem and independence.
* To work collaboratively with other staff as a colleague in a team and within the greater On Track community
* To undertake training as agreed with the Line Manager or required by On Track
* To attend team meetings as required
* To be responsible for maintaining safe working practices to fully comply with all safeguarding, risk assessment and Health and Safety guidelines and policy.
* To be familiar with, and adhere to On Track policies and procedures
* To maintain confidentiality relating to the students, staff and business of On Track

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the managers to undertake work of a similar level that is not specified in this job description.

Your normal hours of work may be varied to meet the needs of the service with which you are based. You may be required to work hours in addition to your contracted hours.

*On Track Education Services is committed to safeguarding the welfare of children and young people in their care and expects all staff, contractors and volunteers to share this commitment. We follow safer recruitment practice and appointments are subject to satisfactory DBS certification and references.*

**ROLE: Trainee Tutor**

**On Track Education Silverstone**

**PERSON SPECIFICATION**

| **EDUCATION** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| --- | --- | --- |
|  | * Good general standard of education (GCSE Grade C or equivalent in English and Maths)
* A willingness to participate in training where learning needs are identified
 | * Formal professional qualification in youth work / community work / social care / education
 |
| **EXPERIENCE** |  |  |
|  | * Experience of working with children and young people
 | * Experience of working with vulnerable young people displaying a range of diverse needs and with all levels of challenging behavior
* Experience in administration
 |
| **KNOWLEDGE AND UNDERSTANDING** |  |  |
|  |  | * Knowledge and understanding of the diverse needs and issues surrounding young people
* Knowledge, understanding and the ability to implement Safeguarding policy
* Knowledge and understanding of Health and Safety requirements, including risk assessment
* Knowledge, understanding and the ability to implement work plans and of effective target setting
 |
| **SKILLS** |  |  |
|  | * Good IT skills
* Good numeracy and literacy skills
* The ability to identify risks and implement strategies to minimise risk
* The ability to inspire confidence and commitment from and to motivate young people
* The ability to effectively and positively manage challenging behaviour
* The ability to remain professional and composed in the face of challenging behaviour
* Professional interpersonal, written and verbal communication skills, including IT proficiency
* The ability to work as part of a team
 |  |
| **PERSONAL QUALITIES** |  |  |
|  | * The genuine desire to make a positive difference and contribution to the lives of young people
* High levels of motivation, commitment and enthusiasm
* Creativity in problem solving and a willingness to try new approaches
* The ability to maintain a good sense of humour and the will to continue to strive for excellence
 |  |
| **PERSONAL VALUES** |  |  |
|  | * Commitment to high professional and personal standards
* Commitment to equal opportunities and anti-discriminatory practice
* Commitment to Safeguarding young people
* Commitment to consistently apply company policies and procedures
* Reliability and integrity
 |  |

****

All information will be treated as strictly confidential. On Track Education Services is committed to safeguarding and promoting the welfare of children and expects all staff to share in this commitment. Applicants must be willing to undergo screening appropriate to the post, including checks with past employers, prohibition and barred list checks and Enhanced DBS.

|  |
| --- |
| **All sections must be completed** |
| Position applied for: | Teaching Support Staff |
| Name of school: | On Track Education Silverstone |
| 1. **PERSONAL DETAILS**
 |
| Do we need to make any disability-related adjustments to allow you to take part in the recruitment process?  | Y / N | Suggestions: |
| Title:  |  | Forename(s):  |  |
| Surname: |  | Any former names: |  |
| Home address and postcode: |
| e-mail address:  |
| Home phone number:  |  | Mobile number: |  |
| Date of birth: |  | NI Number: |  |
| Do you have any restrictions on taking up employment in the UK?  |  | Are you registered with the DBS update service? |  |
| Do you have a current, clean driving licence?  |  | Do you have use of a car? |  |
| Teacher registration number, if applicable:  |  | Where did you hear about this vacancy? |  |
| 1. **EDUCATION, QUALIFICATIONS AND TRAINING**
 |
| **Please give details of Secondary and Further Education. You will be asked to provide original certificates at interview.** |
| School/College/Institution | Dates of attendance | Qualifications gained / grades / awarding body / date  |
|  |  |  |
|  |  |  |
| **Please give details of any Higher Education and equivalent courses. You will be asked to provide original certificates at interview.** |
| College/University/Institution | Dates of attendance | Qualifications gained / grades / awarding body / date  |
|  |  |  |
|  |  |  |
| **Please give details of other professional or vocational qualifications you hold that are relevant to your application. You will be asked to provide original certificates at interview.** |
| Dates obtained | Qualifications obtained, grade and level | Name of awarding body |
|  |  |  |
|  |  |  |
| 1. **PRESENT OR MOST RECENT EMPLOYMENT**
 |
| Post held: |  | Start date: |  |
| Notice required: |  | End date: |  |
| Reason for leaving: |  |
| Final salary (full time equivalent or hourly rate): |  | Contract type (permanent, full time etc.): |  |
| Employers name and address: |  |
| Employers email address: |  | Telephone number: |  |
| **Please give a brief description of your current or last post and responsibilities:** |
|  |
| 1. **PREVIOUS EMPLOYMENT**
 |
| Please give details of all previous employments, full and part time, paid or unpaid, including those in a voluntary capacity. Please list in order, starting with the most recent first. |
| Job Title  | Employer (name and address) | Dates of employment |  Main duties | Reason for leaving |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| If there are any gaps in your employment history, please give details: |
| Are you related to, or have a close relationship to any existing On Track employees, employers or Company Directors?  | Yes / NoIf Yes please give details of person(s) and relationship:  |
| 1. **SUPPORTING STATEMENT**
 |
| Please give below your reasons for applying for this job. Please tell us in your own words how your experience, skills and knowledge relate to the Job Description and set out how you meet the requirements of the person specification You should also give any other information which you feel will assist us in considering your application: |
|  |
| 1. **REFERENCES**
 |
| ***References:*** *Please provide the names, address, email and phone number of two referees who can comment on your suitability for this position.* *If you have been or are in employment, one must be your present or most recent employer.**References will not be accepted from relatives, or persons who only know you as a friend.**If shortlisted, references will be taken up prior to interview. If you do not wish your current employer to be contacted prior to interview please clearly state this below.**If you are currently working with children we will ask your current employer if you have any disciplinary offences relating to children, including any for which the penalty time has expired.* |
| **Referee 1:**(Current or most recent employer) | **Referee 2:**(Previous employer or colleague who has known you professionally for at least two years)  |
| Name:  | Name:  |
| Position: | Position: |
| Address: | Address: |
| Telephone: | Telephone: |
| E-mail: | E-mail: |
| Your connection with above person: | Your connection with above person: |
| [ ]  I am able to provide evidence that I have a right to work in the United Kingdom[ ]  I understand that if my application is successful an Enhanced DBS will be obtained |
| **Please notice:**  |
| ***Providing false information is an offence and could result in your application being rejected, or summary dismissal following selection and possible referral to the police and/or DBS.***Declaration:*I declare that the above information is true. I understand that any job offer made on the basis of untrue or misleading information may be withdrawn or my employment terminated.**I declare that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by any regulatory body.* |
| Signed:  |  |
| Date: |  |

**On Track Education Services Limited by Guarantee Company No: 5363653**