



# ON TRACK EDUCATION



LEARNING SUPPORT ASSISTANT  
SWIFT HOUSE

# ON TRACK EDUCATION SERVICES



ON TRACK EDUCATION SERVICES LIMITED WAS ESTABLISHED BY A TEAM OF SEN TEACHERS IN 2004. WE NOW HAVE EIGHT INDEPENDENT SPECIAL SCHOOLS, AND ADDITIONAL SUPPORT SERVICES, AROUND THE COUNTRY FOR YOUNG PEOPLE WITH A RANGE OF DIVERSE SPECIAL EDUCATIONAL NEEDS.

## ON TRACK MILDENHALL

On Track Education in Mildenhall is a small independent special school for pupils aged 11 to 16 with behavioural, emotional and social difficulties. The school has been established for 15 years and was last inspected by Ofsted in March 2023, receiving judgements of 'good' in all categories. Our pupils engage in an interesting and inspiring curriculum that leads them to gain accreditation, including a range of GCSEs, BTEC and Level 1 / Level 2 qualifications.

Swift House is based in Quidenham, Norfolk and is a new satellite school of our Mildenhall school. Swift House is set in stunning scenery on a very peaceful country estate. Phase one of the project will primarily cater for pupils with ASD or ASD traits at Key stages 3 and 4. The second phase of The Swift House project will open in 2024.



Swift House provides a full curriculum up to GCSE level along with additional enrichment opportunities. Both Schools are working towards becoming Thrive Schools of Excellence and Eco Schools.

Both the Mildenhall School and Swift House, aim to develop positive attitudes to learning and to prepare pupils with the diverse skills and knowledge needed, for a successful transition into further education, employment and beyond.

# RECRUITMENT AND SELECTION STATEMENT

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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)
- online searches may be conducted on shortlisted candidates to help identify any issues that are publicly available

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.

# RECRUITMENT AND SELECTION STATEMENT

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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**

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.



# LEARNING SUPPORT ASSISTANT

<b>Responsible to:</b>	Mandy Taylor , Head Teacher
<b>Location:</b>	On Track Education Swift House
<b>Salary:</b>	£24,420 per annum
<b>Contract type:</b>	8.30am to 4.30pm Mon to Fri One year contract initially leading to permanent



## SAFEGUARDING

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

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 11-16, 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.
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## JOB DESCRIPTION

- Support vulnerable young people aged 11 – 16 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 paperwork surrounding the pupils, as directed (record keeping, observations, risk assessment, learning and support plans).
- 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.
- Participate in practical tasks, such as cleaning or decorating.
- 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.

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 enhanced DBS certification and reference.

# PERSON SPECIFICATION

EDUCATION	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
	<ul style="list-style-type: none"> <li>• Good general standard of education (GCSE Grade 4 or equivalent in English and Maths)</li> <li>• A willingness to participate in training where learning needs are identified</li> </ul>	<ul style="list-style-type: none"> <li>• Formal professional qualification in youth work / community work / social care / education</li> <li>• A record of relevant and continuous professional development</li> </ul>
EXPERIENCE		
	<ul style="list-style-type: none"> <li>• Experience of working with children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with vulnerable young people displaying a range of diverse needs and challenging behaviour</li> </ul>
KNOWLEDGE & UNDERSTANDING		
	<ul style="list-style-type: none"> <li>• Ability to drive</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the diverse needs and issues surrounding young people</li> <li>• Knowledge, understanding and the ability to implement Safeguarding policy</li> <li>• Knowledge and understanding of Health and Safety requirements, including risk assessment</li> <li>• Knowledge, understanding and the ability to implement work plans and of effective target setting</li> </ul>
PERSONAL QUALITIES		
	<ul style="list-style-type: none"> <li>• The ability to identify risks and implement strategies to minimise risk</li> <li>• The ability to inspire confidence and commitment from and to motivate young people</li> <li>• The ability to effectively and positively manage challenging behavior</li> <li>• The ability to remain professional and composed in the face of challenging behavior</li> <li>• Professional interpersonal, written and verbal communication skills, including</li> <li>• IT proficiency</li> <li>• The ability to work as part of a team</li> <li>• Trustworthy and dependable</li> </ul>	
ATTITUDES		
	<ul style="list-style-type: none"> <li>• The genuine desire to make a positive difference and contribution to the lives of young people</li> <li>• High levels of motivation, commitment and enthusiasm</li> <li>• Creativity in problem solving and a willingness to try new approaches</li> <li>• The ability to maintain a good sense of humour and the will to continue to strive for excellence</li> <li>• Commitment to high professional and personal standards</li> <li>• Commitment to Safeguarding young people</li> <li>• Commitment to equal opportunities and anti-discriminatory practice</li> <li>• Commitment to consistently apply company policies and procedures</li> <li>• Reliability and integrity</li> </ul>	





# SCAN HERE TO APPLY

[www.ontrackededucation.com/apply-now](http://www.ontrackededucation.com/apply-now)



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## CONTACT US

Bedford I-Lab, Priory Business Park  
Bedford, MK44 3RZ | [recruitment@ontrackededucation.com](mailto:recruitment@ontrackededucation.com)