



# Bexhill Academy

**Position:**

**ACE Behaviour Support Worker/Instructor  
– Full time**

**Salary:**

**NJC Scale 5 Points 12-17 currently £26,421-  
£28,770 per annum plus additional  
allowance up to £3,246 per annum**



**Closing Date: Wednesday 15th May**

**Interview Date: W/c Monday 20<sup>th</sup> May**



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy part of the Attwood Academies Trust, is a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with currently just over 1500 students on roll. A seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race! Working at Bexhill Academy, whether as support staff, an NQT or as a teacher of many years, is an opportunity for you to work with some extraordinary and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

Following our success in recent years, we have become over-subscribed with over 400 applications for the 300 places offered in September 2023. Consequently, year on year we have been expanding our teaching staff to accommodate our increasing numbers.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenge to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees. These include;

We are partnered with **Mulberry Multi Academy Trust in London** (excellent CPD opportunities). We sign staff up to **Benenden Healthcare**. We have two **Wellbeing weeks** per academic year featuring free bookable therapies such as reflexology and Indian head massage as well as daily treats and a goodie bag. There are **staff fitness classes**, a comprehensive **Employee Assistance Programme (EAP)**, **subsidised optician appointments** with a contribution towards glasses, **Cycle to Work Scheme**, **We encourage and support tangible Leadership courses** e.g. NPQ, an extra **2 days added to October half term**.

As you can see there is so much on offer for you at Bexhill Academy, come and join us.

If you are a well-qualified and enthusiastic person seeking to work in a dynamic, modern school, if you are passionate working in a team and having the highest of standards.

We look forward to meeting you,



**Dr Craig Neal**

**Headteacher**

# Job Advert

Bexhill Academy are seeking to appoint an inspirational, creative and enthusiastic Behaviour Support Worker / Instructor to join our school at a crucial stage of its development. These are very exciting times for the Academy, working with and forging links with Mulberry School Trust in London

The successful candidate will be required to support in ACE lessons and have the opportunity to teach if the candidate desires too. You will be part of a well-qualified team who believe in working collaboratively and creatively to provide innovative lessons that challenge and excite our students.

In return, we can offer an environment where you will gain whole school experience and learn much on your career journey. Our school is unique, exciting and innovative – our philosophy is inclusive and founded on respect. If you feel this fits with your own value set and you have a track record of leading change, raising standards and you strive for excellence, then this might be just the role for you. There will be excellent opportunities for CPD in East Sussex and in London.

## We aim to recruit staff who:

- Love the processes of teaching and learning and are keen to continually develop their own skills;
- Recognise that teaching can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Academy and be committed to get the very best from our students;
- Take every opportunity, in and out of the classroom, to talk to students, model expected behaviours and build positive relationships;
- Remain at the forefront of pedagogy, educational research and debate.
- See themselves as having the potential to become senior school leaders of the future.

**Closing Date: Wednesday 15th May**

**Interview: W/c Monday 20th May**

Pre-Application enquiries are encouraged. Please contact Mark Linch, Senior Assistant Headteacher [mark.linch@bexhillacademy.org](mailto:mark.linch@bexhillacademy.org)

Please see our website [www.bexhillacademy.org](http://www.bexhillacademy.org) under 'about us' and then 'vacancies' for more details. Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy teacher application forms should be sent to [academyhr@bexhillacademy.org](mailto:academyhr@bexhillacademy.org)

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).



# Job Description

## Teaching & Supporting at Bexhill Academy:

Teachers and support staff at Bexhill Academy make the education of their pupils their first concern. They seek to achieve the highest possible standards in work and conduct, act with integrity and have strong subject knowledge. Through endeavor, they keep their knowledge and skills as current as possible, remaining at the forefront of pedagogy and educational research.

**Post:** ACE Behaviour Support Worker/Instructor

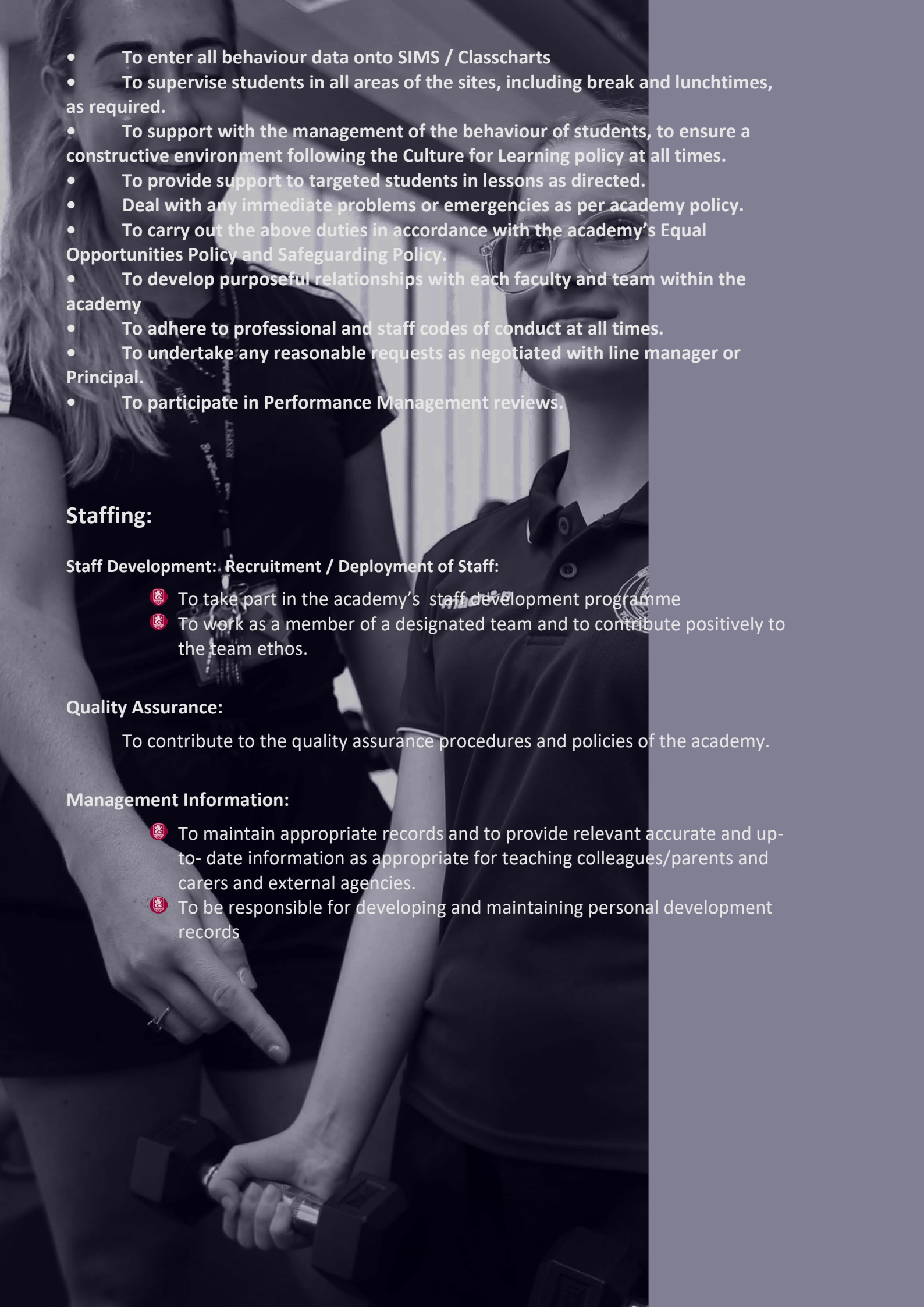
**Accountable to:** Link Assistant Headteacher

**Salary:** NJC Scale 5 Points 12-17 currently £26,421-£28,770 per annum. An additional allowance up to £3,246 per annum for full time instructing or a percentage with a part timetable. A range of subjects are available to instruct at KS3 or 4 with no teaching qualification required.

## **Principal Accountabilities:**

### ACE Behaviour Support Worker / Instructor

- Provide pastoral care and support for all students attending ACE and external Alternative Providers whilst liaising with parents/carers.
- To support the Head of ACE to manage day-to-day behaviour and attendance issues, including running an effective rewards programme and group activities.
- Liaising with Student Guidance and outside agencies where appropriate to maintain on-going support for a student.
- To support the academy and ACE Provision in covering teaching / support staff TA absences.
- Make appropriate student referrals as directed by the ACE Provision Director and Safeguarding Lead.
- Completing and contributing to multi-agency, Annual Review meetings, ANP's and academy case studies.
- Developing faculty resources for the provision, including the regular updating of noticeboards, student targets, rewards and lesson resources.
- Carry out monitoring visits to students accessing Alternative Providers, e.g Workplace, TLP etc. and update regularly risk assessments and obtain parental / guardian's signatures for these.
- Assist pastoral teams by telephoning parents of any students with behavioural issues.
- To support students transitioning from the ACE provision to the mainstream.
- To assist the academy in tutoring when required in the main school / ACE provision.
- Support the academy and ACE Provision in the reintegration of school non-attenders in the after school project from 3.00 – 5.00. Flexible working hours - start and finish later, e.g 9.30 – 5.00.

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- To enter all behaviour data onto SIMS / Classcharts
  - To supervise students in all areas of the sites, including break and lunchtimes, as required.
  - To support with the management of the behaviour of students, to ensure a constructive environment following the Culture for Learning policy at all times.
  - To provide support to targeted students in lessons as directed.
  - Deal with any immediate problems or emergencies as per academy policy.
  - To carry out the above duties in accordance with the academy's Equal Opportunities Policy and Safeguarding Policy.
  - To develop purposeful relationships with each faculty and team within the academy
  - To adhere to professional and staff codes of conduct at all times.
  - To undertake any reasonable requests as negotiated with line manager or Principal.
  - To participate in Performance Management reviews.

### **Staffing:**

#### **Staff Development: Recruitment / Deployment of Staff:**

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.

#### **Quality Assurance:**

To contribute to the quality assurance procedures and policies of the academy.

#### **Management Information:**

- To maintain appropriate records and to provide relevant accurate and up-to-date information as appropriate for teaching colleagues/parents and carers and external agencies.
- To be responsible for developing and maintaining personal development records



## Communications:

- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy

## Management of Resources:

- To contribute to the process of the ordering department supplies through the appropriate channel.

## Other Specific Duties:

- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

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 a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy 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 applicant will be subject to an Enhanced DBS check.



# Person Specification

Criteria	Essential	Desirable
<b>Education</b>	A broad and balanced educational background at level equivalence of level 4 or 5 as a minimum requirement	
<b>Qualifications</b>	A minimum of Grade C at GCSE (or equivalent for English and Maths)	Appropriate additional qualifications
<b>Experience</b>		Working with challenging students. Experience of supporting/instructing a range of subjects
<b>Knowledge</b>	✓	
<b>Skills &amp; Abilities</b>	<p>Excellent pastoral care.            Have experience of working with young people in a school environment.            Good ICT skills and application of supporting teaching.            To be organised and able to maintain accurate records.            To be adaptable and support managing classrooms.            To have the ability to reflect on your own practice.</p>	
<b>Personal Qualities</b>	<p>To be hardworking and committed to the vision of the Academy.            To have a willingness to learn and develop new skills.            To have the ability to work with initiative.            To have the ability to work as an individual and as part of a team.            To be focused, aspirational, independent and resilient.</p>	
<b>Commitment and other requirements</b>		✓



## Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

## Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.



**Bexhill**  
Academy

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