



ARGYLE  
COMMUNITY  
TRUST

## Job Application Pack

### Teaching Assistant - EHCP Support





## Who we are...

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles.

We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

## Our Values

We endeavour to uphold six core organisational values:

**Professionalism** - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

**Inclusivity** - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

**Respect** - we respect our partners, people, and communities and aim to gain the respect of others.

**Excellence** - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

**Honesty** - we are open and transparent in all our work and with the communities we serve.

**Pride** - we are proud of what the organisation and its parent club represent.

## What we do...

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults.

We strive to work ethically and transparently in everything we do.

## Our Mission

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

**Empower people** in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

**Promote physical participation and wellbeing** by encouraging healthier lifestyles and removing barriers to participation.

**Inspire supporters** to engage with our community outreach programmes.

**Improve our systems** and structures to ensure we provide quality, efficient services that are value for money.

**Understand and measure the impact** of our programmes on the community.





# ARGYLE COMMUNITY TRUST

<b>Organisation:</b>	Argyle Community Trust
<b>Position:</b>	Teaching Assistant - EHCP Support
<b>Location:</b>	Newton Abbot
<b>Offices:</b>	Devon FA County Headquarters, Coach Rd, Newton Abbot TQ12 1EJ
<b>Salary:</b>	£21,732 full time equivalent (pro-rata £18,600 based on 42 weeks)
<b>Contract:</b>	2 year fixed term
<b>Hours:</b>	37.5 hours per week - term time only <i>Scope for between 30hrs - 37.5hrs by negotiation</i>
<b>Reports to:</b>	Devon Education Manager

## Benefits and Opportunities

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives & progression based on key performance indicators, appraisals and added value to the Trust.

### Benefits

- Access to auto-enrolment pension scheme
- Relevant qualifications and training
- Ticket incentives for staff
- An opportunity to buy back on holidays
- Free access to courses for your children (immediate family) across Argyle Community Trust provisions
- Club Kit

### Other Benefits

- Holiday allowance based on service, after 5 years of service your holiday entitlement will increase by 1 day each year, enabling you to increase your holiday allowance by up to 4 days
- Private healthcare after two years of service, not contractual but based on how the charity performs

### Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

- Work mobile phone with some allowance for personal usage
- Use of company vehicle for work purposes only
- Car Allowance

## Apply Now

Closing date for applications: Monday 28th August 10am

Start Date: asap from September 2023 - (Negotiable)

## The Role

Argyle Community Trust is looking for an enthusiastic and dedicated teaching assistant to join our education programme in Newton Abbot; The role of the teaching assistant will be to support a student with an EHCP whilst they study for a NCFE level 2 in Sport and other academic qualifications. The ideal candidate would also have a passion for sport, in particular football as well as understanding of how to help learners to overcome barriers to learning and build self-esteem. The teaching assistant will support the learner to gain qualifications through sport, as part of the Football Development programme. This course is for students aged 16-18 years, offered in partnership with Argyle Community Trust and City College Plymouth, and delivered at Coach Road in Newton Abbot.

The role involves assisting in promoting the learning and personal development of the student to whom you are assigned, to enable them to make best use of the educational opportunities available to them and to provide a high standard of support as required and in accordance with the student's individual needs.

Ideally, the successful candidate will have experience and knowledge of supporting a student with an EHCP. We would expect the candidate to have a teaching assistant qualification and be computer literate. In addition to this, the teaching assistant must be able to undertake key administrative duties that are associated with the role. An understanding of best practice in safeguarding and a commitment to safe ways of working is essential.

As a registered charity, the Community Trust works, in close conjunction with Plymouth Argyle Football Club and with many people across several sectors where sport has proven to be the ideal tool for creating lasting engagement with a diverse range of individuals.

## Primary Objectives of the Role

- Aid the student to learn as effectively as possible in group situations, with one-to-one support or independently.
- Establish a positive and supportive relationship with the student, developing skills both in and out of the classroom.
- Monitor the student's response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the tutor to achieve the intended learning outcomes.
- Comply with safe practices as outlined in Trust policies and procedures including Safeguarding and Health & Safety and ensure professional standards are adhered to across all areas of your work.

Key Internal Relationships	Key External Relationships
Post 16 Course tutors and coaches	Student's parents / carers
Devon Education Manager	External support professionals
Safeguarding Officer	Learning support department City College Plymouth

## Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

## Safeguarding

Argyle Community Trust is committed to safeguarding, protecting the welfare of all participants on our programmes and promoting robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

## Job Description

### High Quality Delivery

- Motivate and encourage the learner as required by providing levels of individual attention, reassurance and help with learning tasks as appropriate to learner's needs
- Liaising with the class teacher, and other members of the Post 16 Newton Abbot team and other professionals regarding individual targets and contribute planning and delivery as appropriate
- Consistently and effectively implementing agreed behaviour management strategies
- To accompany tutor and students on educational visits, as required

### Knowledge and Understanding

- Assist in weaker areas, e.g., speech and language, verbal communication, written communication and help to make appropriate resources to support the student
- Liaise with colleagues, line manager and other educational professionals attending meetings team meetings to monitor, review and evaluate learner progress and relevant developments.
- Provide regular feedback on the student's learning and behaviour to the Post 16 Lead, including feedback on the effectiveness of the behaviour strategies adopted
- When working with a group of students, understand and use group dynamics to promote group effectiveness and support group and individual performance
- Provide individual support, as required, during examination sessions in line with QCA guidance

### Communication and Engagement

- Give positive encouragement, feedback and praise to encourage the student to concentrate and stay on task, sustain the student's efforts and develop self-reliance.
- Regularly communicate with colleagues, line manager and coaching staff about student progress
- Where appropriate, develop a relationship to foster links between home and the Trust, and to keep the Trust informed of relevant information

### Safety and Compliance

- Be aware of confidential issues linked to home/student/tutor/Trust
- Know and apply Trust policies on Child Protection, Health and Safety, Behaviour, Teaching and Learning, Equal Opportunities etc
- Participate in in-service training to further knowledge and skills as part of continuing professional development (CPD)
- Promote the acceptance and inclusion of the student with SEN, encouraging students to interact with each other in an appropriate and acceptable manner

### Staff responsibilities

- Prioritise Health and Safety and Safeguarding when planning and delivering to ensure that the Trust protects the welfare and safety of all staff, volunteers and participants.
- Take personal responsibility for executing your duties, understanding policies and following procedures.
- Enhance the reputation of the Trust by creating positive relationships within local and national networks.
- Strive for quality & high standards, setting clear expectations and upholding Trust values.
- Model best practice.

## What we are looking for in our Staff?

- Lead by example
- Treat all colleagues with respect
- Be open and honest
- Bring new ideas to the way we do things
- Listen to and learn from others
- Support and encourage each other to develop
- Embrace new thinking and technologies
- Look out for each other
- Give it everything you've got



## What we are looking for in this role.

Qualifications and Experience	
Hold a minimum of Level 2 Teaching Assistant qualification or equivalent.	E
Experience working as a Teaching Assistant or HLTA in a school or college setting (min 2 years)	E
Knowledge of current educational practices and teaching methods.	E
Experience of supporting students studying BTEC Level 2 or 3 courses.	D
Evidence of up to date safeguarding training / KCSIE	E
Knowledge And Understanding	
Empathy and understanding of young people's diverse learning needs.	E
Understanding of safeguarding principles and procedures and a commitment to safe delivery	E
Knowledge of how to adapt and respond to different learning styles and abilities	E
Understanding of SEND and appropriate strategies to support learner needs	E
Understand how to engage, motivate and develop learners	E
Teaching Assistant - Skills and Attributes	
Excellent communication skills and the ability to build positive relationships with young people, staff, and parents or carers.	
A commitment to supporting participants, and the principles of equality, diversity and inclusion	
A positive approach to motivating and working with individuals who may be hard to engage.	
Compassion and understanding of issues affecting young people in education and employment	
A passion for education and a commitment to making a difference in young lives	
A creative, can-do and solution-orientated approach to work, with the ability to solve problems	
Staff Skills and Attributes	
Proven relationship-builder at all levels with strong interpersonal skills	
Behave in an inclusive and respectful way, representing the positive EDI values of the Trust	
Ability to accurately convey meaning and deliver information in a clear and engaging way including face	
Understand obligations regarding confidentiality, information sharing and GDPR	
Good standard of English in both written and verbal communication	



**“Our Mission  
is to inspire and make a  
positive difference to Devon  
and Cornwall Communities.”**

## How to apply:

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>. You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only

In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification.

If you would like further information or wish to discuss the post contact [ACTrecruitment@pafc.co.uk](mailto:ACTrecruitment@pafc.co.uk)

For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Closing date for applications  
Monday 28th August 2023 10am

## A final word from our staff...

"I love working with different communities every day and seeing how our work makes such a huge difference to peoples' lives. I wake up each day knowing that it'll be totally different to yesterday and that can only be seen as an exciting place to work."

What do you love most about working for the Trust?

**"The range of work that happens with opportunities created for diverse groups of people is amazing."**

"Every day is different and I enjoy seeing the progress month upon month, year upon year."

**"I felt valued and part of something since the first day I started."**

"I love being able to make a positive change to peoples' health and lives whether it be mentally, socially or physically. It's always been very rewarding to see somebody progress and excel knowing that you have supported them. It's also great working in and around a football environment and the Club."

**"The team we have in my department is absolutely brilliant, they daily go above and beyond what is expected of them, and I love that every day is different."**