ON TRACK EDUCATION

EDUCATION SUPPORT WORKER
NORTHAMPTON & IRTHLINGBOROUGH

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 NORTHAMPTON

On Track Education in Northampton is an independent, mixed, special school, registered for 48 pupils aged 11 to 19 with behavioural, emotional and social difficulties. The school is approved under Section 41 of the Children and Families Act and it opened in 2010. The school was rated outstanding by OFSTED in 2025

Our staff team is made up of kind and compassionate professionals working within the ethos of placing children's needs at the heart of school. The team is made up of experienced SEN teachers, behavioural experts, tutors, trainee teachers and support staff.

The school is situated on the Moulton Park Industrial Estate in Northampton. Pupils are referred to the school by local authority SEN departments and the school is named in their individual EHCP. Our pupils have a range of special educational needs including Social, Emotional and Mental Health Autistic Spectrum Disorder, Moderate Learning Difficulties and Speech, Language and Communication Needs. We teach our pupils in small groups, of up to four, with support from teachers and support staff. Our curriculum is diverse, broad and balanced and encourages the development of a wide range of skills and aptitudes.

ON TRACK EDUCATION SERVICES

ON TRACK IRTHLINGBOROUGH

On Track Education is expanding its Northampton provision by opening a new site in Irthlingborough, increasing capacity to support an additional 30 pupils. Set within a characterful and impressive building, the site offers a wonderful outlook across the local area, creating a calm and inspiring environment for learning.

The building has been fully refurbished to a high standard. It includes a spacious outdoor play area, providing pupils with both indoor and outdoor spaces that support their wellbeing, engagement and development.

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)
- 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.
- If the person has lived or worked outside the UK, further checks will be carried out, including overseas criminal record checks and obtaining a letter of professional standing from the professional regulating authority in the relevant country or countries

RECRUITMENT AND SELECTION STATEMENT

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. You can obtain independent, confidential advice on which cautions or convictions that must be disclosed by contacting the following agencies:

NACRO: https://www.nacro.org.uk/criminal-record-support-service/

UNLOCK: https://www.unlock.org.uk/advice-support

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.

EDUCATION SUPPORT WORKER

Responsible to:	Sally O'Connor - Head of School
Location:	On Track Education Northampton and Irthlingborough.
Salary:	£26,440 per annum
Contract type:	Working hours 8.45am to 4.45pm Mon to Fri.

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 and wellbeing 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

CORE REQUIREMENTS

In fulfilling the requirements of the post, you will demonstrate essential professional characteristics, and in particular will:

- Inspire confidence in pupils and colleagues
- Work collaboratively, and foster positive relationships, as part of the school team
- Engage and motivate pupils, promoting their progress and well-being
- Have high expectations of every pupil
- Role model professional conduct and presentation
- Contribute positively to the school's continual improvement and development
- Promote and safeguard the welfare of the pupils
- Work within school policies at all times
- Maintain confidentiality

JOB DESCRIPTION

Role Purpose

- To provide personalised support for pupils, helping them engage with learning, develop confidence and achieve positive outcomes.
- Working closely with teachers and the wider school team, the Education Support
- Staff will support pupils' academic, social, emotional and behavioural development both within school and, where appropriate, through off-site learning and intervention activities.

Pupil Support Responsibilities

- Support pupils on a 1:1 basis and in small groups.
- Assist pupils in accessing learning activities across the curriculum.
- Support pupils in working towards individual learning, behaviour and wellbeing targets.
- Encourage positive participation and engagement in learning.
- Promote independence and confidence.
- Build positive and trusting relationships with pupils.
- Support the implementation of behaviour support strategies and personalised plans.
- Contribute to a safe and inclusive learning environment.
- Support pupils' emotional regulation and readiness to learn.
- Help pupils develop resilience, confidence and positive self-esteem.
- Support preparation for adulthood, independence and life skills where appropriate.
- Contribute to attendance, engagement and wellbeing initiatives.

Learning and Intervention Support

- Assist in delivering planned learning activities.
- Deliver agreed intervention programmes under the guidance of teaching staff.
- Support pupils to achieve individual targets.
- Monitor and record pupil progress where required.
- Contribute to review meetings and reporting processes.
- Support personalised intervention programmes designed to address barriers to learning.
- Assist with off-site learning activities, educational visits and community-based interventions where appropriate.

Working with Families and Professionals

- Work collaboratively with colleagues across the school.
- Communicate effectively with parents, carers and professionals where required.
- Support multi-agency working where appropriate.
- Promote positive relationships between home and school.

Professional Responsibilities

- Maintain confidentiality at all times.
- Promote equality, diversity and inclusion.
- Participate in training and professional development.
- Contribute positively to the wider life of the school.
- Promote and safeguard the welfare of children and young people.
- Comply with all school policies and procedures.

Person Specification
(Essential)

- Experience of working with children or young people.
- Good literacy, numeracy and IT skills.
- GCSE Grade 4 (or equivalent) in English and Maths.
- Strong communication and interpersonal skills.
- Ability to build positive relationships with young people.
- Ability to work effectively as part of a team.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Full UK driving licence and access to a vehicle insured for business use.

(Desirable)

- Experience within a SEND, SEMH or alternative provision setting.
- Experience supporting pupils on a 1:1 basis.
- Understanding of behaviour support strategies.
- Knowledge of trauma-informed or therapeutic approaches.
- Experience delivering interventions or structured support programmes.
- Experience supporting educational visits or off-site activities.

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
	• Good general standard of education (GCSE Grade 4 in English and Maths or equivalent) • A willingness to participate in training where learning needs are identified	• Formal professional qualification in youth work / community work / social care / education • A record of relevant and continuous professional development
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 & UNDERSTANDING		
	• Ability to drive • Willingness to transport children and young people in your own car which must be insured for business use	• 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		
	• 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 behavior • The ability to remain professional and composed in the face of challenging behavior • Professional interpersonal, written and verbal communication skills, including IT proficiency • The ability to work as part of a team • Trustworthy and dependable	
ATTITUDES		
	• 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 • Commitment to high professional and personal standards • Commitment to Safeguarding young people • Commitment to equal opportunities and anti-discriminatory practice • Commitment to consistently apply company policies and procedures • Reliability and integrity	

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www.ontrackeducation.com/apply-now

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CONTACT US

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