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be heard
belong

JOB PACK:

Enterprise Teachers Assistant - Post-16 SEND

One year, fixed term contract

**Part time – 2 days a week, 13 hours a week,
term time only**

Supported Employment

Location: Medway and/or Gravesham

Apply by midnight on Sunday 27th June 2021

About bemix

We are people with and without learning difficulties and/or autism, working and learning together. At bemix we believe you should be seen, be heard and belong. Whether it's to be seen working, be heard campaigning or belong to a friendly group of people, people achieve their goals with bemix.

We live and work in Kent. Most of our work is in Canterbury, Dover, Thanet,



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Sittingbourne, Medway and Gravesend but we have amazing plans for the future to develop and grow in other geographical areas.

People with learning difficulties and/or autism do not always have the same opportunities to be fully involved in our society. We want to change that.

Why we exist (our vision)

We want to live in a world where every single person is valued as an individual. In an ideal world, people with learning difficulties and autism would be fully and equally involved in all areas of society.

What we believe (our values)

We believe that all people should be treated as equals. All people should be valued as individuals. bemix wants to make sure that they are.

We run projects which support people to learn skills, gain qualifications and become more confident and independent. We also work together with employers, businesses and services to make sure what they do is inclusive.

We support people with learning difficulties and/or autism to speak up, make choices and become powerful and influential. We support them to gain opportunities and become more independent in learning, housing, work, health, money, travel, leisure and relationships.

We support people to hear, respect and empower people with learning difficulties and/or autism. We promote positive action to challenge negative attitudes about disability and work with local communities so that people with learning difficulties and/or autism become fully included and no longer segregated.

Co-production is a core value and method for bemix. This means people working equally together to make the most of their respective experience and skills. A typical bemix project will be led by two people – one with and one without a learning difficulty. This values equally expertise gained from an individual, personal perspective and professional work experience and training.



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Please take a few moments to watch our [short film about some of the work we do in our projects.](#)

You can also find out more about the bemix Supported Employment programme by watching the [bemix Supported Employment film.](#)

Background to this job

The Supported Employment educational provision is going through an exciting period of growth, as we work alongside more young people with the goal that they gain sustained and meaningful employment at the end of their time with us.

We plan to deliver a brand new Preparation for Employment programme from September 2021, as a lead-in to our well-established one year Supported Internship programme. Our ultimate goal is to inspire, enable and support more young people with learning difficulties and/or autism to achieve a job and career.

A Supported Internship is a powerful model of an education and employment programme that is proven to be effective at overcoming the many barriers young people with learning disabilities and/or autism face with employment.

Although a Supported Internship is a learning programme funded by the Education and Skills Funding Agency, it should not be seen as a College course in the traditional sense. Young people need to experience the difference. This plays out in features like young people applying for time off, with different leave entitlement to school holidays. It will also mean on-the-job learning takes place alongside functional skills within a classroom setting. We have found many disadvantaged young people are alienated from school and college, and need a workplace in which to thrive.

The Preparation for Employment year is designed as a pre-internship year, to support young people to develop the confidence and skills needed for the



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following Supported Internship year. This is for young people who need additional time developing their preparation for employment skills. Young people will be going into the workplace and attending the Job Club, as well as Functional Skills lessons and the Enterprise day.

All young people in our Preparation for Employment or Supported Internship programmes have an Education, Health and Care Plan (EHCP). We all work together to ensure a supportive learning environment for our young people with small class sizes, with the Enterprise day having a Lead as well as a supporter to provide individualised learning.

The Enterprise day takes part in both the Supported Internship and Preparation for Employment programmes. This is an exciting new programme that is designed to support young people to identify and develop a genuine business model and to take any profits and reinvest this. Young people will learn about how businesses operate and take these skills into the workplace, strengthening their employability with local employers, or will be able to use these skills and develop their own self employment ideas.

You will join a team that is focused, hard working and mutually supportive, where your skills, experience and contributions will be valued and help shape the future and quality of the programme. Someone who is resourceful and engaging with a good sense of humour, dedication, flexibility and resilience, will thrive in this role.

“I joined bemix two years ago as a Newly Qualified Teacher. They are a wonderful organisation to work for with a positive attitude and sound ethos towards the people they work alongside. All colleagues have been very supportive and nurturing towards me in my new role and have helped me to continue to develop in my professional skills. I feel a valued team member and have a great work life balance. I am truly thankful for the opportunity to be able to be a part of a young person's journey through their supported internment placement alongside being able to perform a job I love” - *Emma,*



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“I’m very proud to have a learning difficulty. There is only one person like me and why should I hide away because I’ve got a learning difficulty. People can do whatever they want if they get the right support and information” – Steve – Director - Senior Expert by Experience and Jobs Champion

Job Description

Main aim: Enterprise supporter in the Enterprise day, working across the Supported Internships and Preparation for Employment programmes, working with young people aged 16-24 with SEN.

Start date: 16th August 2021

Hours: Working 13 hours per week, term time only. Working 2 days a week, Monday and Wednesday. Working hours need to have flexibility to respond to tight deadlines with extra hours.

Salary: Your salary will be £19,000 per annum, pro rata to a 39 week working year (term time). This is a pro-rata salary range of £7,510.14., and an hourly pay range of £9.88. Your salary will be adjusted to be paid in equal instalments irrespective of the length of the month. This will mean a fixed monthly wage of £625.85.

Salaries are paid in arrears on the 28th of the month for the work completed from the 22nd day of the previous month to the 21st day of the current month. This allows five days to prepare payroll.



- Pension:** Contributory pension scheme – generous employer contribution of 5% of salary. Salary sacrifice scheme also available.
- Location:** Gravesham and/or Medway. Because the role requires working in two locations, a travel allowance can be considered in consultation with the successful candidate, taking an approach that ensures fairness with other colleagues based at one site or two neighbouring sites.
- Duration:** One year fixed term contract. 16th August 2021 - 15th August 2022. Summer term ends Friday 22nd July 2022.
- Probationary Period:** 3 months
- Notice Period:** 2 weeks' notice during probation period to be given of intention to leave, following successful probation, 4 weeks' notice to be given of intention to leave.
- Leave:** You are required to work your contracted hours during all weeks' of the academic year. There is no provision for taking leave in term time (during your contracted hours), unless for exceptional circumstances and compassionate leave, which must be approved by your line manager.
- Line management:** Enterprise Lead - Gravesham

Main responsibilities:

Answering to the Enterprise Lead, the successful candidate will be responsible for:



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- Preparation of learning materials under the supervision and guidance of the Enterprise Lead
- Working inside or outside the classroom with individuals or groups including supporting and accompanying on enrichment trips and places of interest to support and enhance the learning of the young people.
- Facilitating and creating a stimulating environment.
- Providing the Enterprise Lead with information on the young person support needs, progress and development, as identified.
- Providing feedback to the young people on their progression during lessons and after lessons.
- Applying own experience and knowledge of how businesses work, to support young people to achieve their goals in the Enterprise day.
- Carrying out additional duties that relate to the teaching of the Enterprise day. This includes lesson preparation according to the Enterprise curriculum, marking work and identifying and implementing reasonable adjustments to support young people in their learning.
- Supporting the teaching of Citizenship including Prevent and the understanding of British Values within the world of work.
- Attending monthly Enterprise day or Curriculum Development meetings as an opportunity to discuss young people's learning, stretch, achievement and progression. Attend any other team meetings and supervisions as required, including inset and training days.
- Promptly raising concerns around Safeguarding or Prevent to the Safeguarding Leads, following the organisational policy and procedures.
- Offering pastoral support for young people as identified.
- Identifying challenges that young people face in their learning and alerting the Enterprise Lead as well as the Head of Education with any concerns.
- Using our internal data reporting platform (Podio) and recording up-to-date information in line with requirements from bemix, Ofsted and the ESFA.
- Other responsibilities as reasonably required by bemix's Central Team and agreed with your line manager.



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Person Specification

It is essential that:

- You see your work as a vocation and contribution to social change. You are committed to, and energised by, our vision and values. In bemix, we seek to recruit people who are looking for more than a job, and are passionate about making a difference.
- You will have experience in working with and supporting young people with autism and/or learning difficulties.
- You have a good understanding of Education, Health and Care Plans or are willing to learn, to ensure the young person's support needs are met in line with the EHCP. Participate in annual and in year reviews of EHCP when required.
- You are a natural communicator with great interpersonal skills. You must be able to communicate well with different types of people and are patient when people are speaking. This will include pastoral support for the young people when required.
- You will need to be able to collaborate effectively with the wider bemix team as well as the Supported Employment team.
- You can manage competing priorities and pressures confidently and calmly.
- You are adept at spotting what needs to be done, with the vigour to do what it takes to keep bemix and the project you're working within thriving and operational.
- You have a strong desire to help and inspire disadvantaged young people with complex social and emotional needs to reach their full potential.
- You have a passion for teaching and enterprise, and have an interest in progressive teaching techniques and learning more about enterprise ideas from around the world.



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- Ideally, you have experience in providing differentiation of tasks within the classroom and adapting teaching practices to suit the learning styles and needs of the students. This includes reading and scribing for the young people when required. If you do not, you are willing and able to learn these skills, under expert induction and support from colleagues.
- You understand and deliver inclusive teaching practices within the classroom.
- You understand enterprise, having either delivered support to people around social enterprise or have had your own business and are able to use your skills and knowledge to support young people to develop theirs, in a dynamic and fun learning environment.
- You can provide fun, engaging and interactive learning sessions.
- You are creative, enthusiastic and resourceful.
- You have a great sense of humour, endless patience and the ability to engage with young people on their level.
- You can coach, develop and mentor people with the ability to manage difficult situations calmly and confidently.
- You can communicate effectively with colleagues to ensure that seamless provision of support flows from the Enterprise day through to Functional Skills lessons, and into work placements.
- You can work flexibly and respond positively to tight deadlines from time to time, this may mean working extra hours sometimes.
- You are reliable and self motivated, relieving managers of the need to check the progress of agreed tasks.
- You are committed to equality and working in a co-produced way that values all people.
- You value being affirmed and challenged. You will be working with supportive managers who are committed to excellence and have



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very high expectations of quality from themselves and others. You can receive challenging feedback positively, interpreting it as an investment in your development, and as an opportunity to learn and improve.

- You are very confident using ICT, especially the internet (including social media), email, Word and Excel. You are willing to be trained to use our internal database, Podio.
- You are a proactive organiser and able to motivate and organise others.
- You have excellent written English and an eye for detail. You take pride in the precision and accuracy of your work.
- You are able to present and communicate information in a way that is easy to understand. You have a natural feel for clear, plain wording.
- You are discreet and trustworthy. You must be able to maintain confidentiality.

It is very important that:

You are able to support people well and understand that people need different types of support and learn in different ways.

Understand the importance of providing an inclusive learning environment.

You work in a calm, supportive way.

You are keen to find out more about co-productive ways of working.

You understand and practice Equality and Diversity.

You understand the importance of Safeguarding the young people you work with.

You are willing to undertake any training relevant to your role, as agreed by your line manager.



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It is desirable that:

You have some experience of delivering an Enterprise / Social Enterprise training programme or have significant personal experiences to draw from.

You have some knowledge of the education and/or social care sectors and of working with people with a learning difficulty and/or autism.

You are able to support people well and understand that people need different types of support at different times.

You have experience of using Podio or other online collaborative project management or CRM platforms.

If you feel that you have the experience for this role and share our values about the importance of personalised support, co-production and equality, then we would love to hear from you.

How to apply:

Apply online here: bemix.org/apply-for-a-job

Apply by: Midnight Sunday 27th June 2021

Shortlisting date: Tuesday 29th June 2020

We will contact you by email on Tuesday 29th June to let you know whether you have or haven't been shortlisted for an interview.

Interview date: Thursday 1st July 2021 - exact time to be confirmed.

Location: To be confirmed

For enquiries please email: recruitment@bemix.org



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Information about bemix Safer Recruitment procedures

Every organisation that works alongside and supports children, young people and vulnerable adults is required to have policies and procedures to make sure those children and vulnerable adults are safe. bemix has robust recruitment and selection procedures in place to identify and deter people who might abuse others or are otherwise unsuitable for employment. Please take the time to read our safeguarding statement which follows:

“bemix is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. We strive to ensure that consistent effective safeguarding procedures are in place to support families, children and staff in our projects and in work placements.

The Designated Safeguarding Leads (DSLs) are Helena Jennings – for young people and Steve Perry for Adults, who can be contacted directly or use the dedicated email: safeguarding@bemix.org.

bemix has policies and procedures in place which all colleagues are expected to work alongside, to deal effectively with child protection, protection of vulnerable adults and safeguarding concerns. To support the training of colleagues, bemix offers a thorough induction into our policies and procedures and mandatory Safeguarding and Prevent training for all colleagues. Training opportunities are identified to ensure that colleagues are able to meet the needs of young people and adults, this includes Safer recruitment and Child Sexual Exploitation training.

All colleagues working alongside bemix use a secure platform (Podio) to record safeguarding concerns, with the DSLs ensuring relevant colleagues only have access to the entry in line with GDPR and our Safeguarding



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procedures.

The Designated Safeguarding Leads oversee all active cases until closed. All bemix colleagues are responsible for and take an active role in Safeguarding, and where identified work with young people / adults, families and external agencies until a Safeguarding concern is closed. bemix will refer safeguarding concerns to the relevant local authorities safeguarding team and work with young people, adults and families to understand the actions taken, and to maintain a supportive working relationship.

To promote a safe environment for young people and adults at bemix, our selection and recruitment policy includes all statutory checks on staff and regular volunteers including Enhanced DBS (disclosure and barring service) checks as well as seeking references from previous employers.

Attendance is monitored closely and concerns are shared as appropriate with everyone involved, from young people, adults and parents/carers, Social Care and the school Safeguarding Team.

If you have any serious concerns about someone that attends any bemix projects please do not hesitate to contact a member of the Safeguarding Team who will be able to provide you with the best advice and help using the appropriate degree of confidentiality”

Criminal Record Self Disclosure

As part of our Safer Recruitment procedure and to comply with Keeping Children Safe in Education, it is the policy of bemix that all applicants will be required to complete a Criminal Record self-disclosure form as part of the application process. This is a declaration that states that there is no reason why someone applying for a job role with bemix should be considered



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unsuitable to work with children or vulnerable adults. The self-disclosure form invites candidates to provide details of all unspent convictions, spent convictions and cautions that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198. Candidates are not required to disclose anything that would currently be filtered from the Police National Computer by the Disclosure and Barring Service. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.

The Criminal Record Self-Disclosure form is confidential and will not be seen by recruiting managers unless the applicant has been successfully short-listed for the vacant post.

Failure to declare relevant information may disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice. All applicants are required to sign and date the declaration.

Completed self-disclosure forms are returned electronically and stored securely, in a confidential on-line workspace. All information provided will be treated as confidential and managed in line with relevant information/data protection legislation.

See appendix 1 for an example of the self-disclosure form.

DBS

An enhanced DBS will be applied for in the following situations:

- Whenever a new person joins (or returns to) the workforce (including if they have an in-date certificate from another organisation, exception may be made in some circumstances if that person is registered with the update service).



- Whenever a new person joins bemix as a volunteer.
- When a workforce member or volunteer's most recent certificate is 3 years old.

Overseas good conduct check

Good conduct overseas checks are required for any workforce member that is joining and working within the Supported Internship team, who has worked or lived overseas for a period of 3+ months within the past ten years. Requesting Good conduct overseas checks is a requirement of the Department of Education and forms part of the Single Central Record (SCR) pre-employment checks that we (bemix) have to carry out for new colleagues joining the workforce. The Single Central Record (SCR) is a comprehensive record of personnel information that Ofsted can ask to audit as part of standard inspections.

When people apply for a new job role with bemix, they complete the standardised bemix application form, which asks if someone has worked or lived overseas for 3+ months. If they answer yes to this question, then further details should be supplied (by them). If an offer of employment is made, then we (bemix) will need to give the candidate information about applying for 'Good Conduct Overseas Checks'. These are necessary for each Country that they lived/worked in. More information can be found here: www.gov.uk/.../criminal-records-checks-for-overseas-applicants.

The 'Good Conduct Overseas Check' applications must be made and paid for (some Countries do not charge a fee but others do) by the individual themselves (bemix are not authorised to apply for them on someone's behalf). bemix will consider reimbursing 50% of the cost of the overseas check. Some Countries allow the checks to be applied for on-line and



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others require the person to make an appointment with the Embassy or High Commission Office, for an in-person application.

Right to Work

In order to comply with the Asylum and Immigration Act 1996 – Prevention of Illegal Working – candidates invited to interview will be asked to bring certain documentation to the interview which shows their eligibility to work in the UK. No offer of employment can be made unless one of the original documents listed on the Home Office Right to Work Checklist is produced. The candidate's original documents must be checked, and a signed and dated copy retained in line with bemix's recruitment and retention policy. The Home Office Right to Work Checklist shows the acceptable identity documentation as currently defined by the Home Office and further information on establishing an individual's right to work can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf

Referencing

It is bemix's policy to request references from current and former employers, following a successful interview. A conditional offer of employment may be made, and this will be on condition of satisfactory references and Enhanced DBS being applied for and received by bemix.

See appendix 2 for example of the reference request template bemix will send to current and past employers.



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Appendix 1. Example of Self-disclosure form for posts involving contact with children and vulnerable adults.

All fields to be completed in full and set as required when using in type form format.

Part one

SELF-DISCLOSURE FORM FOR APPLICANTS FOR POSTS INVOLVING CONTACT WITH CHILDREN AND VULNERABLE ADULTS

bemix is committed to safeguarding children and vulnerable young people and adults from physical, sexual and emotional harm.

As part of our Child and Adult Safeguarding Protection Policy, we require applicants for posts involving contact with children and vulnerable young people and adults to complete this self-disclosure form. This is a declaration that all candidates sign, stating that there is no reason why they should be considered unsuitable to work with children or vulnerable adults. All information will be stored securely and confidentially and will only be read if you are shortlisted for an interview.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

WHAT IS YOUR FULL NAME?

Part two

Have you ever been convicted of any criminal offences?

Yes

No

If Yes, please supply details below of any criminal convictions, including dates:



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Note: You are advised under the provisions of Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, warnings and reprimands.

Part three

Are you a person known to any Children and Families Social Care Department as being an actual or potential risk to children or vulnerable young person or adult?

Yes

No

If Yes, please supply further details below:

Part four

Have you ever had any disciplinary sanction relating to child or adult abuse?

Yes

No

If Yes, please supply further details below:

Note: Please check that if you have answered Yes to any of the questions above, that you have also given sufficient details relating to your answer.

Declaration

I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I will be asked to apply for a Disclosure Barring Service (DBS) check and consent to do so.

I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signature



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Date

Appendix 2. Reference Request template

example

Date

Dear (XXX insert referee name)

Re: (XXX insert candidates name)

Post applied for: (XXX insert the bemix Job role)



The above named person has provided your name as a referee.

We believe that everyone, regardless of having a learning difficulty and/or autism should 'be seen, be heard and belong'.

We support people to gain work and training opportunities and become more independent in learning, housing, work, health, money, travel, leisure and relationships.

We would be very grateful if you could provide us with as much information as possible to support this person's application.

If you could comment on the following points, it would be very helpful:

- The period of time they were employed – start and end date (if applicable).
- The job role that they held/ hold.
- Reliability.
- Suitability to work with people (including children and young people) with learning difficulties and / or autism in a supportive and equal way.
- To the best of your knowledge, has the applicant had any stated safeguarding allegations made against them?
-  to work on their own initiative and as part of a team.
-  applicant been the subject of a disciplinary action in respect of which penalties or sanctions remain in force?
- To your knowledge, does the named person have any unspent criminal convictions?
- Any other thoughts or information you'd like to share with us.



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