Bank/Casual Staff

Information Pack

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Who are we and what do we do?

Enable Trust is a group of highly successful special schools in South Gloucestershire. Our vision is working together passionately to achieve the best outcomes for our SEND children and young people.

School name	Location	Age range	Number of pupils	OFSTED rating	Designation
New Siblands	Thornbury	2 - 19	125	Outstanding	Severe, profound and multiple learning difficulties
Culverhill	Yate	7 - 16	140	Outstanding	Complex learning difficulties
Two Bridges	Alveston	2 - 19	112	Opened Sept 2024	Severe, profound and multiple learning difficulties

Which Bank/Casual roles are available?

We are looking for individuals to join our Bank Staff, to provide ad hoc cover for staff absence and there are a number of roles available including:

- Teachers (all schools)
- Teaching Assistants (Culverhill)
- Learning Support Assistants (New Siblands & Two Bridges)
- Care Assistants (New Siblands & Two Bridges)

Teaching Staff

We welcome applications from qualified Teachers who wish to join our Bank. You do not need previous experience of working in a special school. We are happy to arrange a taster session if you would like to come and find out more before you apply.

Teaching Assistants, Learning Support Assistants & Care Assistants

You do not need previous experience of working in a school as we provide full training. If you have the following skills/aptitudes, and you are considering a rewarding career change, this could be the right opportunity for you;

- Patience and calmness
- Good at engaging with children and building positive relationships
- Willingness to learn new skills
- Ability to enjoy a fast-paced and energetic environment
- Excellent team-working skills
- Ability to follow policies and procedures
- Capacity to assess situations and think on your feet

Working hours and hourly rates

Role	School	Hourly rate	Working hours	Number of hours per day
Carer	New Siblands and Two Bridges Academy	£12.45	09.30 – 15.00	5
Learning Support Assistant	New Siblands and Two Bridges Academy	£14.36	08.45 – 15.15	6
Teaching Assistants	Culverhill	£16.37	08.45 – 15.15	6
Teachers	All schools	Up to M6	08.45 – 15.15	6

Bank staff are required on an ad hoc basis to provide cover for staff sickness absence or gaps in recruitment. Sometimes we require occasional days, and sometimes we require longer term placements. Therefore these roles are best suited to people who are looking for irregular/zero hours arrangements. We often find that these roles are particularly attractive for people who are seeking to re-enter the workplace after a career break. As job vacancies become available, many of our Bank Staff progress into permanent roles within the Trust, but many choose to stay on the Bank in order to enjoy the benefits of taking holiday during term-time.

What do the roles entail?

A typical day in the life of a Carer

- Attend to, and support pupils in meeting their intimate personal care needs in line with their care plans.
- Under the supervision of the Physical Needs Leader, assist with manual handling and physio needs.
- Contribute to the supervisory arrangements for pupils during break times and lunchtimes.
- Understand and respond positively to the physical, emotional and/or behavioural needs of pupils and to encourage participation and independence.
- Engage in learning activities with individual pupils or groups of pupils under the direction of the class teacher.

A typical day in the life of a Learning Support Assistant

- Engage in learning activities with individual pupils or groups of pupils to reinforce and extend appropriate aspects of teacher input.
- To contribute to the planning and evaluation of teaching activities and the monitoring of pupil progress in liaison with the class teacher.
- Assist pupils with the proper and effective use of teaching materials, aids and resources, including the use of some ICT applications.
- Understand and respond positively to the physical, emotional and/or behavioural needs of pupils and to encourage participation and independence.
- Contribute to the supervisory arrangements for pupils during break times and lunchtimes.

A typical day in the life of a Teaching Assistant

- Provide support to individual pupils or groups of pupils in accessing and undertaking a full range of educational activities.
- To contribute to the planning and evaluation of teaching activities and the monitoring of pupil progress in liaison with the class teacher.
- Assist pupils with the proper and effective use of teaching materials, aids and resources, including the use of some ICT applications.
- Understand and respond positively to the physical, emotional and/or behavioural needs of pupils and to encourage participation and independence.
- Contribute to the supervisory arrangements for pupils during break times and lunchtimes.

What training and support do we provide?

- We will organise a visit/volunteer day at the school before your appointment is finalised, so that you can see the school in action and decide whether this is the right environment for you.
- Once your appointment is confirmed, we will ask you to undertake some policy pre-reading.
- When you join, we will provide you with Induction Training which covers safeguarding and operational compliance. You will be able to claim for training hours completed once you have worked some supply hours, and this can be included on your first timesheet alongside your supply work.
- Once you are part of our team, we will provide regular training refreshers, and we will assign you a mentor/buddy who will be your main point of contact.

What are the benefits of joining our Bank Staff?

- A rewarding role in a lovely environment
- Excellent training and development
- Career opportunities; many of our Bank Staff progress into permanent roles with us
- Term time only working
- A friendly and supportive team

What are our expectations of potential Bank/Casual staff?

We need people who:

- Can provide satisfactory references and who pass the recruitment checks.
- Can generally be available at least 2 days per week when required.
- Can be available at short notice; we try to give as much notice as possible but sometimes we will need to contact you on the morning that you are required.
- Have their own transport, are within walking distance or have access to good public transport links.

What is the recruitment process?

- If you would like more information about the role before you apply, please contact us by emailing: hr@enabletrust.org.uk

- If you would like to apply, please complete an ETeach application form.

- On receipt of your application form, we will contact you to arrange a visit to the school.

- Following your school visit, if you wish to proceed and we still have a vacancy, we will seek references and complete the usual recruitment checks and then we will be in touch to confirm your starting details.

Please note: the Trust is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check. Some roles may need to comply with the 'Childcare Act 2006' and the 'Childcare (Disqualification) Regulations 2009' where additional disclosure of information will be required.