

Elm Tree Multi Academy Trust

Recruitment Information Pack



Enhanced Transition Caseload Worker

at North Leamington School



An overview of North Leamington School



Dear Applicant,

Our school is a thriving, popular and inclusive comprehensive school, where we pay particular attention to each individual student by promoting their personal, social and educational development. We have all the advantages of being a large school in that we offer a wide-ranging curriculum to enthuse all learners and at the same time employ dedicated and high-quality staff to support and value each student.

North Leamington School is the lead school of the Elm Tree Multi Academy Trust (ETMAT).

We have high expectations of our young people; we expect everyone to work towards the common goal of helping them develop the skills and knowledge required in being successful at North Leamington School and beyond. Our students are encouraged to strive for excellence in all that they do at school and grasp all the wonderful opportunities that will present themselves throughout their years of study. We want our young people to aim high, be happy confident learners, support one another and be proud members of our rich and diverse community.

Our ambition is to be an ever-improving learning environment that offers **opportunities** to enthuse engage and enrich the experiences of all its community. We will continue to instil a **commitment** to growth in a positive, dynamic, and **respectful** environment that expects and supports personal **excellence** in the context of *“everyone mattering equally.”*

Vision and Values

- **Commitment:** All members of our community are committed to self-improvement, working to achieve both individual and collective goals so all are successful.
- **Opportunity:** Individuals can develop their abilities and talents, and to be successful. We want everyone within our community to be nurtured, challenged, and encouraged to make the most of opportunities.
- **Respect:** Everyone behaves in a respectful and kind way to others. Our school is an inclusive environment where all are valued equally.
- **Excellence:** There is a commitment to excellence in all that we do. We have a culture of high expectations. We expect to do well both as individuals and collectively.

We are extremely fortunate to educate young people in a wonderful environment with state-of-the-art facilities. We have committed, talented teachers and support staff who work hard and deliver excellent outcomes for our young people at all stages. Fundamental to that success is instilling core attributes such as resilience, independence, kindness, progressive thinking and a desire to work hard.

We care deeply about forging positive and strong relationships between all partners – staff, students, parents, carers and governors. Respect for ourselves and each other is at the heart of our school ethos, we want students to work in partnership with our local and global communities and the environment to become positive members of society and role models for our younger students at school.

I would like to thank you for your interest in joining our team here at North Leamington School. If you would like to visit the school, please get in touch with our HR team at hr@etmat.co.uk and we can assure you of a warm welcome.

Kind Regards,

Mr Mike Lowdell

CEO of Elm Tree Multi Academy Trust & Head Teacher of North Leamington School



For further information about our school, please take a look at our website: -

[North Leamington School - Home / www.northleamington.co.uk](http://www.northleamington.co.uk)

Job Opportunity

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| Job Title: | Enhanced Transition Caseload Worker |
| Opportunity: | <p>This is an exciting role offering a great opportunity for an enthusiastic, dedicated person that wants to make a difference to the lives and education of young people.</p> <p>This role supports an identified caseload of students in developing the academic and emotional skills through Key Stage 2 into Key Stage 3 transition phase, supporting curriculum continuity between Primary and Secondary school phases. It also includes:</p> <ul style="list-style-type: none">• Developing Literacy and Numeracy skills and building confidence through the delivery of high-quality interventions within Primary and Secondary phases• Supporting caseload students within the classroom to build confidence and knowledge• Working with internal and external agencies and professionals and supporting families• Working with the Pastoral, IEN (Individual Educational Needs), and wider teams• Promoting positive student behaviour and maintaining high standards• Attending and supporting key transition events• Working with Primary schools within the Trust to support identified families <p>Working within the wider IEN (Individual Educational Needs) Faculty team you will have a positive impact on student support and be a point of reference for the team, families and professionals.</p> <p>We would love to hear from you if you:</p> <ul style="list-style-type: none">• think this role will suit your skills, knowledge and experience• have experience of working to support student learning in delivering literacy and numeracy interventions within a KS2 or KS3 setting and interventions to support emotional development• are educated to a minimum of GCSE level• have a recognised qualification or knowledge/training of at least one area of the curriculum or SEND• Able to work with a high level of confidentiality, demonstrating strong communication skills whilst remaining composed and efficient• can be flexible to support the wider IEN faculty |
| Reporting To: | IEN (Individual Educational Needs) Faculty Leader |

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| Working Relationships With: | SENCos, Teachers, and other IEN Support staff |
| Location: | <p> North Leamington School Sandy Lane, Blackdown, Leamington Spa Warwickshire CV32 6RD </p> <p> This role requires regular visits and remote support to our Trust primary school site, Telford Junior School, as required. </p> |
| Salary & Hours: | <p> Permanent Role 37 hours per week Term-Time Only + 1 week (39 weeks) Salary Band H, Points 14-17 (Starting on Point 14 – actual salary starting at £26,683 per annum) </p> <p> A start date prior to the summer holidays is preferred, but not essential. </p> |
| What We Offer: | <ul style="list-style-type: none"> • A fantastic modern school environment with a strong team culture • A very generous pension scheme and access to a range of health and wellbeing services • A first-class commitment to developing individuals through personalised CPD programmes • An easily accessible location with plentiful onsite parking |

Job Description

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| Title of Post: | Enhanced Transition Caseload Worker |
| Location: | North Leamington School - This role also requires regular visits and remote support to our Trust primary school site, Telford Junior School, as required. |
| Salary/Grade: | Scale H, Points 14-17 |
| Hours: | 37 Hours per week, Term-Time Only + 1 Week (39 Weeks) |
| Responsible to: | IEN (Individual Educational Needs) Faculty Leader |
| Purpose of Job: | To support an identified caseload of students in developing the academic and emotional skills through Key Stage 2 to Key Stage 3 transition phase; Also supporting curriculum continuity between Primary and Secondary school phases. |

Key Tasks and Responsibilities:

- To prepare students' academic and emotional skills in readiness for transition between Primary and Secondary phases, working with professionals to do so
- To develop Literacy and Numeracy skills for a student caseload, building confidence through the delivery of high-quality interventions
- To develop and deliver academic and emotional based interventions that enables student's readiness for the Key Stage 3 curriculum
- To work within ETMAT's Primary (Telford Junior) and Secondary (North Leamington) Schools
- To contribute to the identification of existing and potential barriers to learning and engagement
- To encourage an active partnership between students, parents and school, working collaboratively
- To liaise with internal and external agencies to address barriers of students' engagement and attend and contribute to meetings with external professionals supporting families where required
- To work alongside parents and carers and participate in family visits and meetings as required to support engagement and ability to support academic progress
- To work with the Curriculum, Pastoral, IEN and wider teams to review content for intervention delivery
- To support the welfare of students and respond appropriately to their needs
- To regularly track student attainment and progress, collating data and producing regular reports around impact of provision and progress
- To create and securely record effective documentation in line with GDPR/data protection that demonstrates a chronology of support and intervention
- To support students within their lessons to develop academic independence and confidence
- To promote positive student behaviour and maintain high standards
- To support students with a range of vulnerability indicators: LAC, CPLA, students with a Social Worker etc
- To attend and support with key transition events
- To participate in duty systems including break times, lunchtimes, on call, before school and after school, if required

Budget Management

- None

People Management

- None

General Requirements:

All Elm Tree Multi Academy Trust staff are expected to:

- Maintain confidentiality according to organisation and legal requirements
- Uphold school policies, routines and codes of conduct as set out in the Staff Behaviour Policy or other documentation made available to staff
- Undertake other such reasonable duties as may be required from time to time
- Work towards and support the Trust's vision and objectives
- Be aware of, and follow the Safeguarding and Child Protection Policy
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's Health and Safety Policy to ensure a safe working environment for staff, students and visitors
- Maintain high professional standards of attendance, punctuality, appearance and conduct, and promote positive and courteous working relationships with students, parents and colleagues
- Engage actively in the performance review process
- Show a willingness to undertake training and professional development either in-house or externally

Context of Post

This post should be seen in the context of the School Improvement Plan, the Aims and Values of the school, and the latest OFSTED Inspection Report.

Renegotiation

Elements of this Job Description may be renegotiated at the request of either party and with the agreement of both.

Safeguarding Statement

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Skills & Abilities:

| | Essential | Desirable |
|---|-----------|-----------|
| Holds a full UK driving license | ✓ | |
| Is sensitive to the needs of students, demonstrating empathy where appropriate | ✓ | |
| Is flexible, adaptable, and can work in a fast-paced environment | ✓ | |
| Has the ability to acquire new skills and committed to own professional development and to undertaking appropriate training | ✓ | |
| Able to maintain confidentiality | ✓ | |
| Can remain composed with a consistent approach and in challenging environments | ✓ | |
| Have excellent organisation, administration and communication skills to work with families, students and team members positively and constructively | ✓ | |
| Able to be supportive and encouraging with students | ✓ | |
| Can adapt to working in a variety of environments | ✓ | |
| Confident and resilient to support the reduction of persistent absenteeism to ensure good attendance of students across the school | ✓ | |
| Able to encourage identified students and/or families to enter a mutually beneficial partnership with the school, using a range of strategies to address barriers to learning | ✓ | |
| Ability to deliver training and support to the other team members and workshops to support parents/carers around barriers to learning and attendance | | ✓ |
| Able to use a range of IT to present information and track progress | | ✓ |

Qualifications & Attainment:

| | Essential | Desirable |
|--|-----------|-----------|
| Attained GSCE Maths and English Grade C (4) or above | ✓ | |
| Educated to A-level / BTEC L3 or equivalent | | ✓ |
| Have a recognised qualification or knowledge/training with an understanding of at least one area of the curriculum and or SEND | ✓ | |

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| Have First aid training and/ or qualification | | ✓ |
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Experience & Knowledge:

| | Essential | Desirable |
|--|-----------|-----------|
| Considerable experience of working to support student learning within a KS2 or KS3 setting | ✓ | |
| Shows creative approaches to teaching, with the ability to adapt styles and strategies to effectively support and engage students | ✓ | |
| Has experience of tracking the progress of students with the support they receive | ✓ | |
| Experience of supporting students affected by a range of barriers to learning | ✓ | |
| Experience of working with families and professionals to support improved outcomes for students | ✓ | |
| Experience working with students with a range of SEND and mental health challenges | | ✓ |
| Knowledge of a wider range of factors that support the progress of young people (safeguarding, mental health, family support, trauma) | | ✓ |
| Experienced in delivering a range of interventions to support both the social emotional needs, as well to the learning and cognition needs of young people | | ✓ |
| Knowledge of how emotionally school-based avoidance can impact attendance and progress of students | | ✓ |

Attitude & Approach:

| | Essential | Desirable |
|--|-----------|-----------|
| Has good interpersonal skills with the ability to communicate | ✓ | |
| Smart and professional personal appearance | ✓ | |
| Committed to safeguarding and promoting the welfare of young people | ✓ | |
| Willing and able to work independently or as part of a team | ✓ | |
| Good planning and organisational skills | ✓ | |
| Flexible and adaptable | ✓ | |
| Able and willing to acquire new skills and committed to own professional development and to undertaking appropriate training | ✓ | |
| Trustworthy and able to maintain confidentiality | ✓ | |
| Ability to work in a fast-paced and ever-changing environment | ✓ | |

How To Apply

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| Closing Date: | Wednesday 6th May 2026 at 9:00am |
| Interviews: | Interviews are expected to take place shortly after the closing date; however, we may interview candidates on application. Therefore, we encourage you to apply at your earliest opportunity. |

All applications must be completed and submitted online or by emailing to:

hr@etmat.co.uk

Alternatively post your application to:

**Human Resources
North Leamington School
Sandy Lane
Blackdown
Leamington Spa
CV32 6RD**

Alternatively, you can apply via the TES portal online.

If you have any queries regarding the application process, please contact Brian Langley - Trust HR Manager or Eleanor Hancox - HR Officer on:

T: 01926 338711 Ext 8488 / Ext 8408

E: hr@etmat.co.uk

Elm Tree Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All appointments are made subject to receipt of a completed application form, satisfactory references, an enhanced DBS disclosure, online search checks and the right to work in the UK.