



pedestrian

**ALTERNATIVE EDUCATION
PROVISION (AEP)
SUPPORT ASSISTANT**

**RECRUITMENT
PACK**



**PIONEERING
POTENTIAL**

Registered Charity No: 1140032

WWW.PEDESTRIAN.INFO



ALTERNATIVE EDUCATION PROVISION SUPPORT WORKER APPLICATION PACK

Pedestrian are looking for an enthusiastic and pro-active Support Assistant to work on our Alternative Education Provision (AEP) supporting our KS4 learners. You will be part of a team of skilled people who are passionate about supporting the valuable work Pedestrian does in transforming the lives of young people facing disadvantages.

We are looking for someone who understands the challenges of working with young people who are not in mainstream education and is passionate about making a positive difference in their lives. You will foster a nurturing and inclusive learning environment, ensuring the well-being and safety of all learners.

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PART ONE: BACKGROUND AND CONTEXT

Pedestrian is a leading arts organisation specialising in music and arts education based in the heart of Leicester's bustling city centre. Since 1998, we have built a strong track record of delivering high quality creative sessions that have seen us complete over 15,000 workshops.

We provide education, training and outreach projects for young people at risk, vulnerable adults and communities in Leicester, Leicestershire and across the Midlands. Our participants are often socially excluded, not in education, employment or training (NEET) or experiencing disadvantage.

We believe that with the right levels of support and timely intervention everyone can achieve their goals, we call this 'Pioneering Potential'. Our programme of work embeds proven mechanisms that develop confidence, emotional resilience and increase self-esteem. This in turn leads to success in a variety of forms including employment, job creation and education progression.

Our skill set is informed by our core studio staff team and diverse delivery team, experts in their fields with a passion for creating meaningful learning experiences for others. We value the creative industries and the talented professionals within them, championing a learning and development culture for our staff congruent to the learning and development experienced by our participants.



OUR PROGRAMME CONSISTS OF THREE MAIN AREAS:

1) Early Intervention and Outreach

Programmes that aim to invest in the potential of those experiencing barriers such as isolation caused by geographical or economical factors, or those at risk of criminalisation or other harmful/risky practices.

2) Alternative Education Provision

Programmes that aim to support those struggling or who have struggled in mainstream education to achieve their goals. Utilising mentoring principles to develop the whole person, alongside a framework of recognised accreditation that is appropriate to the level, needs and interest of the learner.

3) Progression and Training

Supporting young people and adults to progress into the next phase of their education/training, including programmes that seek to train emerging practitioners and practising professionals.

Pedestrian currently offer qualifications through NCFE (including qualifications recognised under progress 8) and all levels of Arts Award. It is our aim to continue to offer qualifications which deliver the best possible outcomes for those undertaking them, in terms of appropriateness of content and requirements, but also in terms of value in securing suitable progression opportunities.

Our programmes and courses embed proven mechanisms that develop confidence, emotional resilience and increase self-esteem. This in turn leads to success in a variety of forms including employment, job creation and education progression.



OUR HISTORY

Pedestrian was conceived in late 1997 as a vehicle for providing training to 11-24 year olds in the creation of music using vinyl records and turntables, or Turntablism. In 1998 the organisation was formally constituted as a not-for-profit. A successful Awards for all grant enabled the establishment of premises in Northampton, seeing over 150 11-24 year olds pass through its doors in its first year.

From 1999 to 2004 the organisation continued to grow and began developing consultancy services to local councils and youth organisations. Pedestrian developed a pool of regional coordinators and tutors and began introducing web and graphic design, event promotion, break dancing, graffiti, skateboarding, BMX and basketball into its delivery. Pedestrian became part of the Kettering and Corby Youth Music Action zone, securing funds from the National Foundation for Youth Music, which helped to further develop Pedestrian's influence in regional provision for young people experiencing disadvantage.

In 2004 The Tutoritool™; The world's first interactive turntablism tutorial vinyl tool, was conceived and produced by Pedestrian. The product was created in order to teach and inspire the next generation of artists and turntablists, and evolved through 3 versions in its history, achieving international recognition.

In 2007 Pedestrian launched into a new phase in its history, becoming a charity registered in England and Wales, having firmly cemented its roots in the East Midlands with a base in the heart of Leicester's Cultural Quarter.

2008 to 2013 saw Pedestrian developing its offer of Alternative Education Provision (AEP) for young people aged 14-16 at risk of exclusion from mainstream education. A programme of Level 1 and Level 2 accredited programmes was established with the OCNWMR (Open College Network West Midlands) awarding body. Pedestrian's delivery widened to encompass multiple artforms with a core focus of Pioneering Potential in all those we engage.

2013 to 2018 saw huge changes in the shape of the charity, expanding capacity through a widened staff team, expanding programmes including the breadth of courses offered through AEP and qualifications accredited via NCFE (Northern Council for Further Education), and deepening the impact made in wide-ranging communities of need, thanks to an ever growing list of supporters, partners, tutors and funders. The energy and innovation of our early beginnings flows through all we do and we continue to respond swiftly to needs identified. We take pride in training generation after generation of arts practitioners and educators to take our values forward.

Since 2019, we have continued to work with different communities providing creative opportunities to engage in the arts and education. We have also established ourselves nationally as providing authentic experiences for young people to learn about careers in music and the creative sector through our Perfect Score conference which brought music industry partners and young people together for the first time. In 2020, we appointed a new Director who has been working towards creating our new business plan from 2022-2025.

PART TWO:

JOB DESCRIPTION AND PERSON SPECIFICATION

Alternative Education Provision Support Assistant

Responsible to: Education Development Manager

Contract type: Part Time; term time (plus half term holidays & 3 inset days)

Salary Scale: £11.30 per hour (circa. £22,000 FTE)

Actual Salary: £13,180 (paid in 12 equal instalments)

Location: Leicester (office-based in Leicester city centre)

Hours: 24 hours per week, 42 weeks per year (exact dates can be provided)

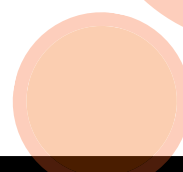
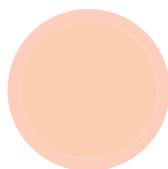
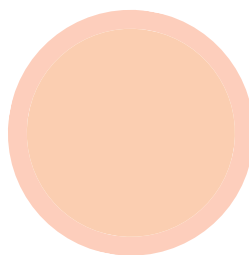
Working Days: 9am - 3pm (Monday, Tuesday, Thursday, Friday)

First Day: Tuesday 22nd August for inset training

Job Context

Our Alternative Education Provision (AEP) is a core part of our delivery. Pedestrian provides an alternative learning programme for those struggling or who have struggled in mainstream education to achieve their goals. The three courses available are Business Box, Creative Arts & Photography and Soundlab. We utilise mentoring principles to develop the whole person, alongside a framework of nationally recognised accreditation which is appropriate to the level, needs and interest of our learners.

Pedestrian are an Alternative Education Provider and not a registered school. We do not provide full time (substantial) education for any students and do not meet the criteria for requiring us to become a registered school. Pedestrian receive annual quality assurance from Leicester Education Business Company (LEBC) ensuring robust checks on legislation surrounding health and safety and illegal schools' checks.



Job Purpose

The role is primarily responsible for providing support and assistance to the Education Development Manager and Tutors, along with providing pastoral care and learning support to our Alternative Education Provision learners. The role delivers positive supportive interventions to enable access to, and enhance the learning experiences for learners.

Principal Tasks

Support for Learners

- Supervise and provide pastoral support for learners, including those with special education needs, ensuring their health and safety, and access to learning activities.
- Address the needs of learners who need particular support to overcome barriers to learning by developing mentoring agreements and provide appropriate wrap around support.
- Provide a warm and safe environment which encourages learner's physical, emotional and social growth
- Build constructive and nurturing relationships with learners and interact with them according to individual needs.
- Promote equality, diversity, inclusion and acceptance of all learners, through open and honest conversation, and where necessary, appropriate challenge.
- Encourage learners to interact with others and engage in activities led by the Tutors.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to learners in relation to progress and achievement under the guidance of the tutors.

Support for Tutors

- Update and record daily on the CLM (Collaborative Learning Manager) Systems to monitor learner attendance and absences.
- Create and maintain a purposeful, orderly and supportive learning environment, in accordance with tutor requirements and assist with the display of learners' work.
- Use strategies to support learners to achieve educational goals.
- Maintain accurate records and documentation relating to learner progress and behaviour to provide detailed and regular feedback to schools on learners' achievements, progress, problems etc.
- Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour.

Support for Alternative Education Provision

- Identify and report safeguarding concerns, including managing disclosures from learners, and any escalation requirements with Pedestrian's Designated Safeguarding Lead.
- Support alternative education provision administration, registering all courses, learners, and outcomes for qualifications and collating termly reports.
- Prepare, maintain and use equipment/resources required to meet learning plans/relevant learning activity and assist learners in their use. i.e. take out kit for each day
- Assist with the supervision of learners out of lesson times, including before and after AEP, at lunch times, and chasing up taxis.
- Providing support for learners and tutors on a range of offsite education visits, trips and out of school activities as required, and take responsibility for a group under the supervision of the tutor and/or Education Development Manager.
- Ensure the Single Central Register (SCR) is up to date with organisational data
- Support with checking sales and purchase invoices in relation to AEP activity, through registers and monitoring systems.

General Duties

- Unlock the offices each morning, and prepare the building and workshop spaces for learners' arrival at 9.30am.
- Identify, and deal with, any premises issues which are identified during the course of the AEP day.
- Observe Pedestrian's Safeguarding Policy and other policies to ensure compliance with statutory procedures.
- Administrative support for the Education Development Manager e.g. completing paperwork, correspondence, filing and communication with stakeholders through email, telephone etc.
- Office based as main support contact for learners
- Attend all training sessions as necessary.
- Represent the organisation at meetings and events as required
- Very occasional out-of-hours working will be required as demanded by the post
- Support the organisation's aims and objectives in relation to AEP activity



PERSON SPECIFICATION

Essential

- Experience of working directly with and/ or caring for children and young people, ideally in a secondary school, youth setting or therapeutic context (ages 11 – 16)
- Experience working with children and young people with special education needs (SEN) and social, emotional and mental health needs (SEMH)
- Strong understanding of behavioural management techniques and strategies
- Strong understanding and knowledge of Safeguarding (will need to under-go an Enhanced DBS check and annual Safeguarding training)
- Excellent communication and interpersonal skills, with the ability to build rapport with learners and other staff members
- Experience of role modelling expected behaviours for learners
- Patience, resilience, and the ability to remain calm in challenging situations
- Experience of liaising with partners, parents, carers, professionals and agencies.
- Knowledge and ability to use ICT effectively to support learning
- Knowledge of education policies and/or legislation

Desirable

- First Aid trained and/or Mental Health First Aid trained
- Experience of mentoring and delivering specific interventions to children and young people
- Undertaken Designated Safeguarding Lead Training
- Basic understanding of child development and learning
- Knowledge of education policies and/or legislation
- Connection to education, arts, culture and creative activity in the region





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BENEFITS

In addition to the obvious benefits of working in a relaxed, open atmosphere and within our city-based offices; a beautiful space in the heart of Leicester, we also offer the following as standard benefits of being an employee of the Charity:

- Equivalent of 6.6 weeks of annual leave rising to 7.6 weeks after 5 years.
- Birthday is given as annual leave automatically (another day given in year if this falls on a weekend)
- Dedicated Computer; either a laptop or desktop iMac.
- Maternity Leave in line with Statutory Maternity Pay guidelines.
- Paternity Leave in line with Paternity Leave guidelines.
- Company sick pay determined by length of service
- Professional Development is a core part of our commitment to employees and is a fixed feature in our appraisal and progression mapping process.
- Eye sight test paid for all employees who are digital screen equipment (DSE) users
- Free Refreshments including tea, coffee, cold refreshments and biscuits.
- Access to a wellbeing fund to support your health and wellbeing

We also have a range of benefits that serve as reward and recognition. These are at the discretion of the Senior Management and are regularly reviewed in the context of individual, team, and collective organisational performance:

- Discretionary staff bonus, when possible.
- Pension Scheme with a minimum 3% contribution from Pedestrian to a minimum of 5% employee contribution
- Parental Leave for employees who have worked with us for two years are entitled to one week's parental leave on full pay per year if they have one or more child/ren under the age of eight. This is in addition to their annual leave entitlement.
- Volunteering Leave where employees can request 1 paid day per year to undertake volunteering.
- Coaching and Mentoring time is available for employees to enhance their professional development for up to 2 paid days per calendar year
- Wellbeing day where employees can request half day as and when needed to focus on own mental health and well-being (no reason/ explanation required)
- Regular Social Events



**PART THREE:
APPLICATION PROCESS**

HOW TO APPLY



HOW TO APPLY

Application Process

If you're interested in joining our team, please submit your CV and a short covering letter or video, stating why you wish to be considered for the role by email to recruitment@pedestrian.info

We are really interested to know a little about yourself and why you want to be involved with the valuable work Pedestrian do. We are especially interested to understand how you meet the essential skills, knowledge and experience required for the role. We encourage candidates who haven't had any direct experience in an area to highlight the relevant transferable skills that they have.

If you have any questions at all about the role or any part of the application process, please contact Danny Aldred, Education Development Manager at danny@pedestrian.info

The application process itself will consist of an interview with the Director and Education Development Manager at our premises in Leicester City Centre.

Pedestrian value diversity and enabling inclusion; therefore we welcome applications from suitably skilled candidates from all backgrounds.

If you consider yourself to have a disability or have any additional needs, please let us know so that we can make any arrangements that may be necessary for you to attend interview.

Please note, the recruitment of this role will adhere to our Safer Recruitment Policy which includes checking of gaps of employment, completion of a criminal record declaration form, if successful then two references will be needed and contacted and under-go an Enhanced DBS check.

We will endeavour to respond to all applications as soon as we are able.

Deadline for applications:

Friday 7th July 2023, 12pm

Interview Date:

Tuesday 25th July 2023

Start Date:

Tuesday 22nd August 2023