The Sovereign Trust Candidate Application Pack

Senior Education Support Worker (Level 3) Chatsworth Futures Specialist College

Chatsworth Futures Specialist College are looking to appoint a Senior Education Support Worker (Level 3) to join the team.

The full job description and person specification can be found at the end of this pack.

Contents

The Sovereign Trust	**Page 2**
Chatsworth Futures Specialist College	**Page 3**
Job advert, Job Description and Person Specification	**Page 4-11**
How to apply	**Page 12**

The Sovereign Trust

We are a family of schools and colleges who believe that by learning and growing together we can inspire children to achieve their highest personal achievements at the same time as enjoying individualised, innovative and creative teaching and learning.

We create environments in our academies that nurture, encourage exploration, celebrate creativity and forge a love of learning. The Sovereign Trust was established in 2016 with the aim of providing exceptional opportunities for learning for a family of special academies across the region.

We started with 2 special schools in Trafford; we now have 6 academies which includes one in the Salford area. Our academies cater for pupils from the age of 2 to 25. Most of the pupils have an Education, Health and Care Plan and may have a diagnosis of Autism, Down syndrome, Physical or Medical needs, Learning difficulties or Social, Emotional and Mental Health issues.

To offer this type of education, we invest heavily in the people who work in our academies. Great academies have great leaders and great staff. Our team has leaders who have proven track records of taking under-performing schools to Outstanding, and once there, maintaining that level of excellence.

This is an exciting time to be part of The Sovereign Trust family, and we are proud to work with such exceptional professionals to deliver on our promise of exceptional opportunities for learning to every child in our care.

Our aims and aspirations are ambitious, as they should be; our children deserve no less. I hope that you will find all the information you need about us on our website https://www.thesovereigntrust.uk/

Chatsworth Futures Specialist College

Chatsworth Futures is a dynamic independent specialist college for young people aged 16-25 with complex needs, including learning difficulties and autism.

We pride ourselves on our learner-centred approach and our unwavering focus on positive Preparation for Adult Life outcomes. Through a range of personalised learning pathways, we support learners to develop the knowledge, skills and confidence needed for adulthood, including communication, independence, employability, community participation and healthy living.

The college provides a small, supportive and aspirational environment where learners are challenged to achieve their individual goals and realise their potential. Learning is delivered through practical, meaningful and real-life contexts, enabling students to develop the skills they need not only for their time at college, but for the rest of their lives.

We are proud of the positive outcomes our learners achieve and the lasting difference that high-quality specialist education can make to their futures.

Why

We believe in the right of every young adult at Chatsworth Futures to access high quality learning opportunities which will empower and enable them to live happy, safe, healthy, valued and fulfilling adult lives.

How

We achieve this by providing a safe, caring, challenging and positive learning environment in which the dignity, individual choices and aspirations of each learner are respected and celebrated.

We strive to work collaboratively with learners, their families and colleagues to develop an inclusive, equitable and friendly organisation in which healthy risk taking is encouraged, enjoyable experiences are offered and strong relationships are at the heart of all we do.

What

We endeavour to nurture independent, empowered and fulfilled individuals who are able to live purposeful, productive and happy lives as they move on from Chatsworth Futures.

Job Advert: Senior Education Support Worker (Level 3)

Key Information

Role: Senior Education Support Worker (Level 3)

Salary: Grade 2C SCP 14-18, Full time equivalent £30,514.00 - £32,578.00 (pro rata for term time only) + SNA2 Allowance

Actual Salary: £25,659.39 per annum and SNA2 allowance £1,501.90 per annum

Employer: The Sovereign Trust

Location: Chatsworth Futures Specialist College, Vicarage Road, Swinton, M27 0WA

Start Date: ASAP

Working Pattern: 34.75 hours per week, Monday - Friday, Term Time only + 5 training days

Contract Type: Fixed Term Contract until 31st August 2027

Pension: Local government pension scheme including a generous employer contribution. Please take a look at the website: https://www.gmpf.org.uk/.

Benefits: Salary sacrifice schemes for purchasing bikes used for travel to work, through monthly interest free salary deductions. Employee Assistance Programme provides access to a range of wellbeing services.

Chatsworth Futures is an independent specialist post-16 college for young people aged 16-25 with complex needs.

Our curriculum is focused on Preparation for Adult Life, supporting learners to develop the knowledge, skills and confidence they need for adulthood. Learning takes place both within college and in the wider community, with opportunities to engage in enterprise activities, work-related learning, travel training and community participation. Every aspect of our provision is designed to help learners achieve meaningful outcomes and successful next steps.

We provide high-quality, personalised education through a range of learner-centred pathways tailored to individual strengths, aspirations and outcomes. As a small, supportive and ambitious college, we pride ourselves on knowing our learners well and creating meaningful real-world learning experiences that promote independence, communication, employability and active participation in the community.

Our greatest strength is our people. We are proud of our dedicated, talented and genuinely supportive team, who work collaboratively to ensure every learner is known, valued and supported to succeed. Together, we make a lasting difference to the lives of the young people and families we serve.

To find out more about Chatsworth Futures, we encourage prospective applicants to visit our website. However, the best way to understand our unique provision is to visit us in person. We warmly welcome visits from prospective candidates and would be delighted to show you around, introduce you to our team and learners,

and give you the opportunity to see first-hand the positive impact our work has across the college.

https://www.chatsworthfutures.org.uk/

We can offer the successful candidate:

- A welcoming, close-knit and supportive team where collaboration, wellbeing and professional growth are valued.
- The opportunity to be part of a college that is ambitious for its learners and committed to helping every young person achieve successful outcomes and positive next steps into adulthood.
- Bespoke performance management and coaching to support your professional development and future career aspirations.
- Access to high-quality training and professional development, including autism-specific approaches, communication strategies, assistive technologies and inclusive practice.
- The opportunity to play a key role in helping learners develop independence, communication, employability skills and preparation for adulthood through meaningful real-world learning experiences.
- The opportunity to work alongside teachers and other professionals as part of a highly skilled and collaborative team.
- An experienced and approachable leadership team committed to supporting staff to achieve their professional goals.
- The chance to make a genuine difference to the lives of young people and their families, with your contribution valued and recognised.
- A college with high expectations, a strong team ethos and a commitment to continuous improvement for both learners and staff.
- The opportunity to work as part of a dedicated team that is passionate about making a lasting difference to the lives of young people with complex needs.

The successful applicant will:

- Be a caring, dedicated and skilled practitioner with a strong learner-centred approach.
- Be committed to supporting young people with special educational needs, including autism and severe learning difficulties, to achieve their individual outcomes.
- Be passionate about promoting independence, communication, employability and preparation for adulthood.
- Build positive, professional relationships with learners, families and colleagues.
- Be resilient, adaptable and able to respond positively to the changing needs of learners within a dynamic specialist environment.
- Share our belief that every learner can make progress and achieve positive outcomes when provided with the right support, challenge and opportunities.

Senior Education Support Worker (Level 3)

Job Purpose

To work under the direction of curriculum leads, tutors and senior managers to coordinate and oversee learner support provision within a specialist Further Education college environment.

The Senior Education Support Worker will lead and coordinate support for learners with complex SEND needs across college, community and workplace settings, ensuring that learner support programmes are implemented effectively and consistently. The postholder will act as a lead practitioner for Education Support Workers, providing day-to-day guidance, coaching and quality assurance to support high standards of learner support.

The role will contribute to curriculum delivery, learner reviews, Preparation for Adulthood pathways, employability programmes and community learning opportunities. The postholder will act as a key liaison between learners, families, staff, employers and external professionals to promote positive learner outcomes and successful progression into adulthood, further learning and employment.

Main Duties and Responsibilities

Support Coordination and Learner Progress

- Coordinate support arrangements for identified learners and learner groups across college, community and workplace settings.
- Support learners with complex educational, communication, behavioural, sensory, health and personal care needs.
- Ensure learner support strategies and programmes are implemented consistently and effectively.
- Monitor learner engagement, attendance, wellbeing and progress, escalating concerns and recommending adjustments where appropriate.
- Contribute to the achievement of EHCP outcomes, learner support plans and Preparation for Adulthood targets.
- Promote learner voice, independence, self-advocacy and positive participation.
- Support learners during key transitions, including progression to employment, internships, further learning and community participation.
- Maintain accurate learner records and ensure learner support documentation is completed in accordance with college requirements.

Curriculum and Learning Support

- Work collaboratively with curriculum leads, tutors and multidisciplinary professionals to support learner achievement and curriculum access.
- Provide short-term cover for tutor-led sessions in the absence of the designated tutor, ensuring continuity of learning and maintaining a safe, positive and productive learning environment.

- Assist in planning, adapting and reviewing learning activities, resources and support arrangements to meet individual learner needs.
- Deliver targeted interventions and specialist support programmes where required.
- Support assessment, accreditation and evidence-gathering activities.
- Contribute to learner reviews, annual reviews, progress monitoring meetings and target-setting processes.
- Identify barriers to learning and recommend appropriate support strategies.

Employability and Community Learning

- Coordinate support arrangements for work experience, supported internships, vocational placements and community-based learning opportunities.
- Act as a key point of contact for employers, placement providers and community partners regarding learner support requirements.
- Monitor learner participation, attendance and progress within employability and community programmes.
- Support learners to develop workplace behaviours, communication skills, travel training, independent living skills and employability competencies.
- Contribute to destination planning and progression outcomes.
- Support the development and maintenance of employer and community partnerships.

Leadership and Staff Support

- Provide day-to-day guidance, coaching and mentoring to Education Support Workers. Support the induction, training and development of new and existing support staff.
- Model best practice in supporting learners with complex SEND needs.
- Promote consistent implementation of learner support plans, behaviour strategies and communication approaches.
- Assist with the coordination and deployment of support staff across curriculum areas and activities.
- Contribute to the monitoring and evaluation of learner support provision.
- Champion a designated area of responsibility (e.g. communications, employability, independence or learner support), promoting innovation, best practice and continuous improvement across the college.

Quality Assurance and Compliance

- Contribute to quality assurance, self-assessment and service improvement activities.
- Support the monitoring of learner support standards and identify opportunities for improvement.
- Complete, review and monitor risk assessments for educational visits, community activities and learner placements.
- Ensure compliance with safeguarding, health and safety, data protection and college procedures.
- Maintain accurate records and documentation relating to learner support provision.

Educational Visits and Off-Site Provision

- Coordinate and support educational visits, enrichment activities and community learning opportunities.
- If required by SLT, support learners on educational visits, work placements and community activities as required.
- Ensure appropriate risk assessments and support arrangements are in place for off-site activities.

General Responsibilities

- Attend meetings, supervision, training and continuing professional development activities.
- Undertake specialist training relevant to learner needs and curriculum delivery.
- Promote equality, diversity, inclusion and British Values.
- Contribute positively to the ethos, values and strategic aims of the college.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Safeguarding

The postholder is responsible for safeguarding and promoting the welfare of young people and vulnerable adults and must act in accordance with the Trust's safeguarding policies and procedures at all times.

All staff are expected to share this commitment. Appointment to this post is subject to an Enhanced Disclosure and Barring Service (DBS) check, a Barred List check, and satisfactory references.

No job description can be comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

Person Specification

Requirements	Essential	Desirable	Application	Interview	References
Qualifications	• Relevant Level 3 qualification in a specialist area related to the role, or willingness to undertake appropriate training and/or qualifications relevant to the area of responsibility. • Good level of numeracy, literacy and IT skills. • Commitment to ongoing professional development.		✓	✓	
Experience	• Significant experience supporting learners with SEND within a school, college, specialist provision or care environment. • Experience supporting learners with Autism, learning difficulties and/or complex needs. • Experience implementing learner support plans and EHCP outcomes. • Experience supporting learners within community-based, vocational or employability settings. • Experience providing guidance and support to colleagues or less experienced staff.	• Working with or caring for young people of relevant age. • Experience supporting supported internships or work placements. • Experience coordinating community learning activities. • Experience supervising or mentoring staff. • Experience of writing risk assessments and supporting educational visits. • Experience of leading enrichment, employability or preparation for adulthood programmes.	✓	✓	✓

Knowledge & Skills	• Understanding of SEND legislation and EHCP processes. • Understanding of Preparation for Adulthood outcomes. • Understanding of safeguarding responsibilities for children, young people and vulnerable adults. • Understanding of behaviour support, communication approaches and promoting independence. • Knowledge of Autism Spectrum Condition, learning disabilities and communication needs. • Understanding of inclusive learning practices within Further Education. • Ability to build positive and professional relationships with learners, families and professionals. • Ability to motivate and engage learners with complex needs. • Ability to support learners in community, vocational and workplace environments. • Ability to contribute to learner reviews and progress monitoring. • Ability to mentor and support Education Support Workers.		✓	✓	✓

	• Effective written, verbal and IT skills. • Ability to work independently and use initiative. • Ability and willingness to travel between college, community and employer settings.				
Qualities	• Positive role model for learners and colleagues. • Commitment to promoting independence and learner voice. • Flexible and adaptable approach. • High levels of professionalism and integrity. • Commitment to equality, diversity and inclusion.		✓	✓	✓
Other	• MIDAS qualification or willingness to undertake training.	• Full UK driving licence. • Access to a vehicle for work purposes.	✓	✓	

How to apply

Are we the right college for you?

If you wish to be considered for this vacancy, you should complete the attached application form. Please note that only applications on the Trust's application form will be considered. Candidates who submit a CV will not be short-listed. **Completed applications are to be returned to hr@thesovereigntrust.uk** by 9:00am, Friday 20th November 2026

Closing date for receipt of applications:	Friday 20th November 2026 at 9:00am
Interviews for successful candidates will be held at Chatsworth Futures:	W/C 23rd or 30th November 2026

We reserve the right to close this advert early if we receive a sufficient number of applications. We therefore encourage interested candidates to apply as soon as possible to avoid disappointment.

Keeping Children Safe in Education

The Sovereign Trust is committed to safeguarding and promoting the welfare of its pupils and expects all those working for the Trust to share this commitment.

An online search will be carried out and a Childcare Declaration form will be required from shortlisted candidates.

This post is subject to a satisfactory two-year reference history, which we will endeavour to seek prior to interview, Disclosure & Barring Service (DBS) check (previously CRB), medical clearance, and proof of legal working in accordance with the Asylum and Immigration Act 1996.

A copy of our Safeguarding and Child Protection Policy can be found on our website by following this link https://www.thesovereigntrust.uk/policies-1/ .