



PART TIME ANCILLARY ASSISTANT(S)

GRADE: 02 (Point 03)

ACTUAL SALARY: £18,326 - £20,759

**Contract: 32.5 – 36 hours per week, Term Time
Only**

Working: 08:00 - 16:15, Monday to Friday

Start Date: January 2025

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Ancillary Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Based in Burton on Trent, Fountains Primary School is a special school providing education and care for children aged 2-11 years old.

We are looking to appoint an enthusiastic individual who is eager to support pupils with special educational needs. The successful applicant will have good interpersonal skills and an ability to be an effective team player, being flexible and willing to work throughout the school.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Mrs Jackie Richards on 01283 247600, via email to jrichards@fountains.staffs.sch.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the Ancillary Assistant post at Fountains Primary School. I am very pleased that you are considering applying to work at our school where we all work hard to ensure that every child 'achieves their full potential'.

At Fountains Primary School we pride ourselves on creating a rich and exciting learning experience for all children. All education in school is highly differentiated and is rooted within our four curriculum pathways. These pathways are underpinned by our school values which are centred on Personal Learning and Thinking Skills which develop each child's character.

Our staff team is passionate about empowering children to become as independent as possible, laying the foundations needed for life beyond Primary school and preparing them to meet their future aspirations, so that they will succeed in life.

Every team member is dedicated and has high expectations of the children. Through our inclusive curriculum we encourage all children to continually challenge themselves, embracing their mistakes and working together to 'achieve their potential'.

As Headteacher, I must ensure that all stakeholders (including children, parents and staff) are as supported, healthy and happy as possible. We are keen to employ a wonderful individual who is keen and willing to learn. You will be an effective team player and have a positive disposition to guarantee that each child is well supported.

As well as making a positive contribution to the education of our children, we can offer you a collaborative and professional environment in which you too, through Continuing Professional Development will have the opportunity to 'achieve your own potential'.

As well as this we can offer generous pension schemes (Teachers'/ LGPS Pension Scheme); a range of health and wellbeing services through Westfield Health; Free, on-site car parking and a commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience required to fulfil this role.

The closing date for applications is 23:59 on 19 November 2024 with interviews being held on 25 November 2024. If you would like a tour of our school, please contact the school on 01283 247600.

Kind regards



Nicola Price
Executive Headteacher

About Fountains Primary School

Fountains Primary School is a special school providing education and support for children aged 2-11 years old. We currently have 204 pupils on roll. This year, 59% of our children have a diagnosis of autism; 19% have a severe learning difficulty; 16% have a moderate learning difficulty and 6% have a profound and multiple learning difficulty.

At our school we have a strong curriculum design which has four curriculum pathways. Each of these ensure that all of our pupils (who are wide ranging in terms of cognition and ability) are challenged appropriately with a bespoke curriculum. Each pathway ignites curiosity and a love of learning. At the heart of each design is a clear vision which is underpinned by our school values, linking to Personal Learning and Thinking Skills.

Our four curriculum pathways are: the Early Years Foundation Stage Curriculum (for our younger pupils); the Engagement Curriculum (for our pupils at the lowest starting points); the Autism Progress Curriculum and the Functional Curriculum (for our pupils who follow subject specific learning). Each curriculum is recorded and assessed in different ways.

We strive to enable all our pupils to ‘always achieve their potential’.

Further information about our academy can be found on the website at <https://www.fountainsprimaryschool.co.uk/>

The advertisement

Job Title: Ancillary Assistant

Location: Fountains Primary School, Bitham Lane, Stretton, Burton upon Trent, DE13 0HB

Grade/Scale: Grade 02 (Point 03) Actual Salary £18,326 - £20,759

Start date: January 2025

Contract: 32.5 - 36 hours per week (08:00 – 16:15, Monday to Friday), Term Time Only (39 weeks)

Based in Burton on Trent, Fountains Primary School is a special school providing education and support for children aged 2-11 years old.

We are seeking to appoint an enthusiastic individual(s) to work with a range of pupils with special educational needs including ASD, SLD, complex and social, emotional and mental health needs. Duties will include supporting pupils and members of staff in class and over the lunchtime period.

Reporting directly to the appointed Line Manager, the ideal candidate will be flexible, motivated and a caring individual who has a passion for children with SEN and has a good standard of general education. No experience of working with children with SEN is necessary, however applications will be considered from individuals who are keen and open to training in order to develop their own knowledge and understanding about working in a special school.

Benefits include: LGPS Pension Scheme, Westfield Health membership and free parking.

For further information, please contact Mrs Jackie Richards, School Business Manager, on 01283 247600, via email to jrichards@fountains.staffs.sch.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 19 November 2024 (23:59)

Interview date: 25 November 2024 (AM)

Please only apply for this role if you will be able to attend Fountains Primary School on the interview date. Previous applicants need not apply.

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Ancillary Assistant Esteem Multi-Academy Trust

Post Title:	Ancillary Assistant
Location:	Fountains School, Bitham Lane, Stretton, Burton upon Trent, DE13 OHB
Purpose:	<ul style="list-style-type: none"> To work with a range of pupils with special educational needs including ASD, SLD, complex and social, emotional and mental health needs. Assist children in matters of personal needs. Duties will include supporting pupils and members of staff over the lunchtime period including pot washing
Reporting to:	Appointed Line Manager
Responsible for:	n/a
Liaising with:	Tbc
Working Time:	32.5 - 36 hours per week, Term Time only
Salary/Grade:	Grade O2 (Point 03) Actual Salary £18,326 - £20,759
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To achieve the above	<p>Support to Pupils</p> <ul style="list-style-type: none"> Assist children in matters of personal needs and their general health, including first aid and welfare matters. Arrange medical/dental visits as appropriate. Supervise and support pupils, ensuring their safety by complying with good H&S practice. Accompany teaching staff and pupils on visits, trips and out of school activities as required1. Encourage pupils to interact with others and engage in activities led by the teacher. <p>Support to Teacher</p> <ul style="list-style-type: none"> Prepare classroom as directed for lessons, clear afterwards, and assist with and maintain display of pupils' work, notice boards, shelving systems etc. Undertake routine administrative tasks, e.g. pupil record-keeping as requested. Support the teacher in managing pupil behaviour, reporting difficulties as appropriate. Appropriate liaison with parents on general pupil matters. <p>Support to Curriculum</p> <ul style="list-style-type: none"> Prepare and maintain general equipment/resources as directed by the teacher.

	<ul style="list-style-type: none"> • Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies. <p>Support to School (this list is not exhaustive and should reflect the ethos of the school)</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with. • Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Ensure all pupils have equal access to opportunities to learn and develop. • Contribute to the overall ethos/work/aims of the school. • Attend relevant meetings as required.1 • Participate in training and other learning activities and performance development as required • Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
<p>Other Generic Responsibilities:</p>	
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 	
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Person Specification: Ancillary Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Working with or caring for children of relevant age. • Good understanding of numeracy/literacy skills. • Participate in development and training opportunities
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • Good communication skills. • Ability to relate well to children and adults. • Have good organisational skills. • Basic knowledge of first aid; e.g. emergency first aid course. • Ability to work constructively as part of a team and on own initiative. • Use basic technology – computer, video, and photocopier. • Have a flexible approach to work and be prepared to undertake routine admin tasks outside of the classroom if required.
Behavioural Attributes	
Essential	<ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills
Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:	
Essential	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours and • Attitudes to use of authority and maintaining discipline.

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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