



ASSISTANT AP EDUCATION SITE LEAD

GRADE: 10 (Points 20-23)

ACTUAL SALARY: £31,606 – £35,458

**CONTRACT: Permanent, Full time, 37 hours per
week, 43 weeks per year**

**LOCATION: Esteem North Academy – New Site in
Chesterfield**

START DATE: September 2024

CANDIDATE INFORMATION PACK



What's 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 and Esteem North Academy
- 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). This position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at multiple sites located in Chesterfield and in the High Peak.

We are looking to appoint an enthusiastic and experienced individual who is eager to support the Site lead with routines, systems, processes and inductions. The successful applicant will have energy, optimism, initiative, flexibility and commitment to the delivery of a high- quality experience for excluded pupils and site staff.

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

For further information and/or to arrange an academy visit please contact support@esteemnorthacademy.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the Esteem 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 thirteen 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 role of Assistant Site Lead at the Esteem North Academy. I am very pleased that you are considering applying to work at our academy where we all work hard to ensure that every pupil 'achieves their full potential'.

Esteem North Academy provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in all Key Stages up to KS4, at sites located in Chesterfield and in the High Peak. Our primary aged site is located at Barrow Hill, Chesterfield and we have two KS3/4 sites, one in Hasland, Chesterfield and one in the High Peak.

Pupils may be permanently excluded or at risk of permanent exclusion from mainstream and therefore require a curriculum to help them re-engage in education. We have a full blended learning offer with work experience, off site alternative vocational provisions and some peripatetic teaching in pupil's homes to meet pupil need where required. We are undergoing many developments at this time and have a new leadership team to drive the academy forwards with our curriculum offer and quality of buildings. It is an exciting time to join us!

We are rapidly expanding and increasing pupil capacity; hence we are acquiring an additional site. We hope to be ready to open this site for September 2024. This site will also offer education to pupils in KS3 and 4 and will be based in the Chesterfield or surrounding area. This post will be based at the new site.

Every child deserves an education. Our primary aim is to support and re-engage young people, enabling them to think positively about their future pathway, and life after the academy, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

Our Pupils will:

- Feel safe, valued and trusted
- Recognise and achieve their full potential
- Take responsibility for their behaviour, and make healthy lifestyle choices
- Be positive about themselves and their future
- Be tolerant of others, and of the beliefs and views of others
- Be successful learners, both independently and when working with others
- Be self-motivated and have high expectations

We will achieve this by:

- Creating a safe learning environment, free of stigma and negativity
- Celebrating the success and achievements of every member of the learning community
- Establishing nurturing and supportive relationships between staff and pupils
- Setting high expectations for behaviour and academic success
- Providing a broad, balanced and relevant curriculum that provides the skills, confidence and qualifications to access opportunities in life
- Innovating learning, to engage and inspire
- Promoting tolerance and mutual respect
- Providing opportunities for students, parents and carers to voice opinions which form part of the decision-making process
- Providing an inclusive programme of learning opportunities and experiences that promote engagement

If you are an inspiring, energetic, flexible and organised individual with a passion for working with disaffected pupils and can contribute to assisting the leadership of a site then we may be the academy for you!

Further information about our academy can be found on the website at www.nedsc.derbyshire.sch.uk

Yours faithfully

Janine Dix

Headteacher

Advertisement

Job Title: Assistant Site Lead

Location: Esteem North Academy, New Site

Travel to all academy sites, and pupil's homes on occasion, may be expected, with mileage expenses available to be claimed from the nominated base.

Grade/Scale: Grade 10 (Points 20-23) £31,606 – £35,458

Start date: September 2024

Contract: Permanent, Full time, 43 weeks (or the equivalent in hours over 39 weeks)

It is a really exciting time in the academy's development as we look to expand our provision, enhance the curriculum offer and build a reputation as the alternative provider of choice in the county. We have made some really exciting appointments in the last year at a time where recruitment presents its challenges and we are now looking to offer a full-time permanent contract for a motivated leader to join our academy.

We are looking to recruit an experienced and organised individual to join our academy to assist with site management. Pupils at this site will be in KS3 and KS4. The staffing teams are small compared to mainstream schools and the post will suit someone who can work in a fast-paced environment with vulnerable pupils. The site will have approximately 110 pupils on roll and classes may have up to around 10 pupils. You may be an allocated form tutor and play a key role in pupil induction. This role may involve a cover supervisor element in teacher absence, and you will have line management responsibility for allocated STLAS.

Applicants should have good knowledge and experience of working with disaffected pupils in a school or other alternative setting. An affinity for pupils with behavioural, emotional and social difficulties is an essential quality for this challenging but rewarding opportunity. Applicants should be resilient, have high expectations, and a sense of humour. You must be able to build positive relationships with our pupils and think outside of the box. You will be responsible for contributing to a small staffing team to ensure that the site runs smoothly. You must be proactive and able to take direction, but also be able to be proactive. A growth mindset and positive ethos are essential characteristics that we are looking for. Calmness at all times is essential!

Payment of mileage and off-site travel can be claimed for in arrears. Candidates must have access to a vehicle and car insurance with business use included at the point of application and job offer. You may travel to pupil's homes and transport pupils in this role.

Benefits include: Teachers' Pension Scheme, Westfield Health membership, academy laptop.

For further information, please contact support@nedsc.derbyshire.sch.uk or visit our website <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted. We advise all applicants to contact and visit the site prior to application.

Closing date for applications: 08 July 2024 (23:59)

Interview date: TBC

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its pupils. 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: Assistant Site Lead

Esteem North Academy, Esteem Multi-Academy Trust

Salary: Grade 10 £31,606 – £35,458

Hours: 37 hours (43 weeks, but can be worked over 39 weeks and this does not have to be worked over the holidays, there is flexibility here)

Contract type: Permanent, full time

Reporting to: Site Lead

Responsible for: Supporting site leadership all systems and routines

Main purpose: Site Leadership support

The Assistant Site Lead, under the direction of the Site Lead, will take a major role in:

- Assisting with the management of the site
- The pupil induction process
- STLA appraisal and supporting staff to work to high quality expectations
- Development of the site to ensure a quality environment
- Ensuring that the site has high quality displays of pupil work and information
- Ensuring that the site embeds consistent high standards of education
- Managing pupil timetables and ensure pupils have an offer to meet their needs
- Planning cover for staff absence and ensuring a high- quality education for the pupil's continues in staff absence. This includes covering for staff yourself in their absence if required and providing work for cover staff
- Supporting the Site Lead and SLT to maintain data and progress systems
- Supporting new staff induction on your site
- Ensuring that new pupils have their baseline testing and target setting carried out and staff have utilised this information to meet pupil's ability and needs
- Responding to pupil behaviour and dysregulation and managing this appropriately in a calm manner to resolve issues swiftly
- Ensuring that staff use appropriate behaviour management strategies with our pupils and that the site follows our academy behaviour policy
- Ensuring that rewards are utilised
- Ensuring that staff have completed behaviour reports and RPIs correctly and accurately with follow up actions
- Contributing to the management of resources and ordering systems for the site
- Maintaining high quality communication with families, referring schools and agencies
- Organising of off- site trips and open days
- Supporting other staff with trip and evolve planning
- Ensuring that our pupils are as safe as possible and liaising with all outside professional agencies
- Safeguarding pupils at the site and liaising with outside agencies
- Liaising with the pastoral team to monitor pupil's safety, attendance and timetables whilst at APs
- Contributing to whole academy CPD training
- Contributing to the EHCP Annual review process where required

- Quality assurance of Pupil Information Packs (PIPs) for your site and production of PIPs for your form
- Emphasise the importance of reintegration to mainstream for pupils at your site and support parents/cares with this process.

Qualities:

The Assistant Site Lead will:

- Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct
- Be credible and an excellent role model on and off site
- Inspire other staff with a positive and proactive mindset
- Be confident to hold other colleagues to account
- Be enthusing, driven and be able to create new opportunities for our pupils
- Build positive and respectful relationships across the academy community and with other stakeholders
- Understand that our academy consists of multiple sites and the need for consistency across all sites
- Understand that we are working at a rapid pace to drive standards and implement a new curriculum offer
- Model good practice and consistent high standards to others at all times
- Serve in the best interests of the academy's pupils and be pupil focussed.

Duties and responsibilities:

Academy culture and behaviour

Under the direction of the Site Lead, the Assistant Site Lead will:

- Create a culture where pupils experience a positive and enriching academy life
- Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism and resilience
- Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in the academy.

Teaching, curriculum and assessment

Under the direction of the Site Lead, the Assistant Site Lead will:

- Ensure that teachers on site are prepared for lessons
- Cover lessons in teacher absence if required
- Ensure cover work is provided for other staff who are covering for staff absence
- Ensure staff meet their deadlines
- Complete climate walks of your site and contribute to quality assurance process's and development plans.

Additional and special educational needs (SEN) and disabilities

Under the direction of the Site Lead, the Assistant Site lead will:

- Promote a culture and practice that enables all pupils to access the curriculum
- Have ambitious expectations for all pupils with SEN and disabilities
- Make sure the academy works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate

- Ensure staff on site have knowledge and awareness of new pupils needs
- Produce class profiles
- Ensure all staff utilise pupil information including Class profiles and PIPs
- Make sure the academy fulfils statutory duties regarding the SEND Code of Practice.

Professional development

Under the direction of the Site Lead, the Assistant Site lead will:

- Ensure that you take up appropriate CPD to develop your own expertise
- Keep up to date with developments in education
- Lead on STLA CPD on site where required
- Seek training and continuing professional development to meet needs.

Other areas of responsibility

- To contribute to site developments and additions to timetables to ensure a quality offer such as tutor time, assemblies, home learning, arrangements and monitoring of online learning
- Ensure that pupils registers are taken following correct timescales
- Liaise with the pastoral team to support poor attendance.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Site Lead will carry out. The postholder may be required to do other duties appropriate to the level of the role.

OTHER GENERIC RESPONSIBILITIES:

- 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 CPD training and activities that contribute to personal and professional development for self and others within the academy
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- 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 the Headteacher to undertake work of a similar level that is not specified in this job description
- The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust.

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.



The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The Headteacher and governing body reserve the right to amend the job description at any time after consultation with the post-holder.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Assistant Site Lead Esteem North Academy, Esteem Multi-Academy Trust

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Driving licence, transport and business insurance • GCSE or equivalent in English and Maths
Experience	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Several years working in a secondary school • Experience of working with challenging and vulnerable young people • Previous proven experience of taking proactive action to benefit pupils • Of working above and beyond and of contributing to a team for the greater good • Effective behaviour management • Of supporting pupils with non- academic needs • Of liaising with parents and other agencies such as social care • Planning and delivering of CPD. <p>DESIRABLE</p> <ul style="list-style-type: none"> • Experience of working in a non- mainstream education establishment • Experience of working in a multi sited school • Of organising off site trips/open days • Of contributing to a blended learning offer to meet pupil need • Of liaising with families and maintaining effective communication • Previous teaching/delivery of alternative offers/vocational/non- GCSE • Of staff appraisal and line management and holding other colleagues to account • Of being a Deputy DSL.
Skills and knowledge	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Ability to lead and model high expectations for staff and pupils • Ability to be a proactive strategic planner but to also think and react appropriately • Knowledge of the appraisal process and confident to effectively hold staff to account • Ability to develop positive pupil behaviour strategies • Data analysis skills, and the ability to use data to set targets and measure progress • Effective communication and interpersonal skills • Ability to build rapport with challenging pupils with varying needs • Ability to build effective working relationships • Knowledge of current and effective safeguarding practices • Ability to deliver lessons to pupils in teacher absence • Ability to work at rapid pace to cover to staff absence and maintain daily routines for pupils • Excellent IT capabilities • Ability to reflect on systems and routines and be creative to develop these where required

	<p>DESIRABLE</p> <ul style="list-style-type: none"> • Ability to safeguard vulnerable pupils and liaise with other professional agencies and social workers • Of the PEX and reintegration process • Knowledge of off- site APs • Knowledge of class timetabling • Knowledge of subject development
<p>Personal qualities</p>	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Leadership and drive • A commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the academy • Hardworking and flexible • An excellent role model to staff • Calm, organised, thorough and proactive • A good sense of humour • To have a good level of self- reflection and be able to respond to positive criticism to develop professionally • Ability to work under pressure and prioritise effectively • Ability to maintain resilience and positivity • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

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 pupil'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 2023' 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.

Closing date for applications: 08 July 2024 (23:59)

Interview date: TBC

We reserve the right to interview suitable candidates upon application and may close the application process prior to this date

For further information please contact the Headteacher's admin team support@esteemnorthacademy.co.uk or visit the Esteem website at <https://www.esteemmat.co.uk/vacancies>. Please contact the Headteacher's admin to discuss your experience before arranging any site visits. We strongly advise all interested applicants to visit the site prior to making an application. All suitable applicants will be invited to site as part of the selection process. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.