



## Cover Supervisor/Teaching Assistant

**GRADE: F (Points 15-20)**

**ACTUAL SALARY: £22,721 - £25,319**

**CONTRACT: 35 hours per week, 39 weeks per year**

**START DATE: ASAP**

## CANDIDATE INFORMATION PACK



Version: Apr 2024

## 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
- About Derby Pride 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 Cover Supervisor position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

We are eager to appoint a dedicated practitioner who is passionate about enabling our students to access educational opportunities via an individualised curriculum, and, as much as possible, enabling and supporting them to be active citizens in the wider community.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Rachael Locker, Administration/Exams Officer, on 01283 550667 or via email to [r.locker@derbyprideacademy.co.uk](mailto:r.locker@derbyprideacademy.co.uk).

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 special, alternative provision and mainstream primary academies based in the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged.

Inclusion is at the heart of our culture and ethos, and we are ambitious about being one of the leading trust within the region for SEND expertise and outreach provision. Esteem Academies believe that through coloration, sharing expertise and supporting one another, we are 'Stronger Together!'

We are 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; including SEND expertise, to our academies and to other schools and local authorities

Our trust has three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

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

We really value each school's unique identity, which reflects the diverse needs of the pupils and the community that each school serves. It is therefore important to us that our pupils feel they belong to their local community. This is why we believe that our schools need leaders and governors who are experts in understanding their local school 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. 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.

Further information about Esteem can be found on the website at [www.esteemmat.co.uk](http://www.esteemmat.co.uk)

## Welcome from the Headteacher



*Mark Hatton, Headteacher*

Dear applicant,

Thank you for your interest in the post of Cover Supervisor at Derby Pride Academy. It is with great pride that I welcome you to our school. There is something very special about Derby Pride Academy, and we are incredibly proud of our unique students, supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and fun place to

learn and prepare for adulthood.

We provide our students with a chance to engage in education whilst they prepare to regain a mainstream school, or specialist SEN place; students may find alternative placements supported by the academy or develop a range of skills to prepare them for employment, apprenticeship or other study routes beyond 16.

Take some time to have a look around our website, or better still, arrange a visit to see us in person.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil this role. The closing date for applications is 06 May 2024 at 23:59.

Interviews will be held during week commencing 13 May 2024. I look forward to meeting you.

Kind regards

**Mark Hatton**  
**Headteacher**  
**Derby Pride Academy**

## About Derby Pride Academy

Derby Pride Academy works to engage and sustain learning for vulnerable and challenging young people. We work with our students to improve their attainment, behaviour, attendance, self-esteem, and confidence whilst providing skills to support development as responsible members of the community; we raise expectations and contribute to the well-being and cohesion of the community we serve.

We believe that provision based on teaching young people how to achieve in core subjects, in managing personal behaviours and in developing employability skills is vital to success.

We deliver Alternative Provision which recognises that students are all individuals with different strengths and weaknesses, acknowledging that mainstream education is not for everyone.

We provide our students with a chance to engage in education whilst they prepare to regain a mainstream school, or specialist SEN place; students may find alternative placements supported by the academy or develop a range of skills to prepare them for employment, apprenticeship or other study routes beyond 16.

Further information about our academies can be found on the websites at:

<https://www.esteemmat.co.uk/>  
<https://www.derbyprideacademy.org.uk/>

## Advertisement

**Job Title:** Cover Supervisor/Teaching Assistant

**Location:** Derby Pride Academy, Orient Way, Derby DE24 8BY

**Grade:** Grade F (Points 15-20) £22,721 - £25,319

**Start date:** ASAP

**Contract:** 35 hours per week, 39 weeks per year

We are eager to appoint a Cover Supervisor/Teaching Assistant to provide effective and efficient learning and study support to pupils across the curriculum within Derby Pride Academy.

This role will be responsible for establishing a supportive relationship with the pupils and their parents/carers, monitor behaviour and achievement, and cover classes in the absence of teachers.

You will have excellent organisation and communication skills with experience in managing challenging behaviours from students and supporting a positive learning environment. The successful candidate will be formally accountable to the Headteacher and Leadership Team.

Benefits include: LGPS Pension Scheme (18.5% employer contributions), Westfield Health membership and free parking.

For further information, please contact Rachael Locker, Administration/Exams Officer, via email [r.locker@derbyprideacademy.co.uk](mailto:r.locker@derbyprideacademy.co.uk) or visit our website at <https://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: 06 May 2024 (23:59)**

**Interview date: WC 13 May 2024**

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: Cover Supervisor/Teaching Assistant

<b>Post Title:</b>	Cover Supervisor/Teaching Assistant
<b>Location:</b>	Derby Pride Academy, 20 Orient Way, Pride Park, Derby DE24 8BY
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To work under the guidance of teaching/senior staff and within an agreed system of supervision, to support access to learning with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. The primary focus will be to ensure continued high-quality learning and pupil achievement.</li> </ul>
<b>Reporting to:</b>	Headteacher, Leadership Team
<b>Liaising with:</b>	Class Teachers, Support staff
<b>Working Time:</b>	8.15 am to 3.35pm TTO - 35 hours per week (Mon-Fri)
<b>Salary/Grade:</b>	<b>Grade F (15-20) £22,721 - £25,319 (the top end is with 5 years' service or more)</b>
<b>Disclosure level</b>	Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To achieve the above</b>	<p>The post-holder will be required to demonstrate a high level of flexibility being prepared to work across the school in all Key Stages and with a wide range of young people with differing complex needs.</p> <p>On a daily basis, they will be required to report to members of the leadership team to establish where the need for cover support is greatest. Deployment will change on a daily and weekly basis as hr need for cover arises.</p> <p>Although the post is primarily to support lessons in the classroom, there may be times when no cover is required. The following duties may then be undertaken:</p> <ul style="list-style-type: none"> <li>○ in class support</li> <li>○ helping with displays around school</li> <li>○ supporting the administration team</li> <li>○ supporting school visits</li> </ul> <p>The post-holder will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> <li>○ Engage and motivate pupils</li> <li>○ Improve the quality of pupils' learning</li> <li>○ Inspire trust and confidence in pupils and colleagues</li> <li>○ Build team commitment with colleagues and in the classroom</li> <li>○ Demonstrate analytical thinking</li> <li>○ Demonstrate empathy with and an appreciation of the care needs of complex students.</li> </ul> <p><b>Teaching Assistant Agreed Framework Requirements</b></p> <p>In all cases, indicative tasks at the competency level specified within the Teaching Assistant agreed Framework, will be the reference point for the competencies listed below.</p>



**Student Progress:**

Be a proactive part of the teaching team, ensuring that all pupils make good or better progress

Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with the teacher, to support pupils' learning, well-being and progress

Promote the inclusion and acceptance of all pupils within the classroom, school and wider community

Encourage pupils to interact and work co-operatively in learning activities

Promote independence and employ strategies to recognise and reward achievement of self-reliance and build self-esteem.

**PROFESSIONAL PRACTICE:**

Maintain, develop and apply professional knowledge to enable effective teaching and learning support

Share such knowledge with colleagues to improve whole school effectiveness

Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour

Respond quickly and appropriately to demands made by individual pupils to meet general care, mobility, and personal hygiene needs

Understand and apply the principles of good classroom management

Understand and apply a range of appropriate support strategies

Be conversant with the schools safeguarding policy and actively employ said policy in order to keep pupils across school safe

Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.

**WHOLE SCHOOL ETHOS**

Where appropriate contribute to the formulation of school policies.

Execute school policies.

Promote the wider aspirations of the school and MAT.

Share in the visions and values of the school and MAT.

The appointment is subject to the current conditions of employment for Teaching Assistants contained in the Guidelines of the Derbyshire County Council agreed framework and the Education Act (2002), with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of schools, and any other current applicable legislation. The post-holder 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.

**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 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

The Governing Body reserve the right to amend the job description at any time after consultation with the post-holder.

## Person Specification: Cover Supervisor/Teaching Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> <li>• Grade C or above GCSE English (or equivalent).</li> <li>• Grade C or above GCSE Maths (or equivalent).</li> <li>• MAPA trained (or equivalent)</li> <li>• Care/Teaching Assistant related qualification/NVQ level 2 or equivalent (or able to pass this qualification within timescale).</li> </ul>	<ul style="list-style-type: none"> <li>• Full UK Driving Licence</li> <li>• Level 3 First Aid at Work</li> <li>• MAPA trained (or equivalent)</li> </ul> <p>Teaching/Care Assistant related qualification/NVQ level 2 or equivalent (or able to pass this qualification within timescale)</p>
Experience	<ul style="list-style-type: none"> <li>• Successful experience of working with young people with behavioural needs.</li> <li>• Experience of supporting young people with behaviour and /or learning difficulties</li> <li>• Experience of working in classrooms setting</li> <li>• Experience of de-escalation strategies to support behaviour for learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Behaviour Management training</li> <li>• Successful experience of working with behaviour difficulties</li> <li>• Experience of directly supporting young people with Physical needs, behaviour and /or learning difficulties</li> </ul>
Skills, Knowledge and competences	<ul style="list-style-type: none"> <li>• Knowledge of personal care procedures and physical disabilities</li> <li>• Good oral and written communication skills</li> <li>• Good organisational skills</li> <li>• Knowledge and use of Microsoft software and email</li> <li>• Ability to maintain accurate records</li> <li>• A commitment to teamwork</li> <li>• Able to form positive relationships</li> <li>• Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes</li> <li>• Ability to contribute to planning and preparation of lessons and teaching materials,</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to contribute to assessment and monitoring of pupil progress (if required).</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Energy, optimism, initiative, flexibility and commitment</li> <li>• Hard working</li> <li>• Reliable</li> <li>• Approachable</li> <li>• Enjoy working with others</li> <li>• Personality and sense of humour</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>• Knowledge and awareness of equal opportunities policy and commitment to its implementation</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• Committed to safeguarding and promoting the welfare of children and young people on a daily basis.</li> <li>• Commitment to raising standards of academic and personal achievement</li> <li>• Patient, tactful and approachable</li> <li>• Flexible approach to tasks and workload</li> <li>• Able to undertake a range of tasks as appropriate for the role</li> </ul>	

## 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 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: 06 May 2024 (23:59)**

**Interview date: WC 13 May 2024**

For further information, please contact Rachael Locker, Administration/Exams Officer, via email [r.locker@derbyprideacademy.co.uk](mailto:r.locker@derbyprideacademy.co.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.