

**COVER TEACHING & LEARNING ASSISTANT**

**GRADE: 07 (Point 08-11)**

**ACTUAL SALARY: £17,324 - £19,183**

**Contract: 32.5 hours per week, 39 weeks per year**

**Start Date: ASAP**

**CANDIDATE INFORMATON PACK**

Version: Nov 2022

Logo, company name

Description automatically generated

**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 & Hub
* 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 Cover Teaching & Learning Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are keen to employ an outstanding Cover TLA, with a positive approach to supporting behaviour that challenges, bringing enthusiasm and commitment to impact positively on student wellbeing and progress.

Holbrook School for Autism is a successful school and is proud to meet the educational and social needs of students aged 4 – 19 with ASD, SLD and who have challenging behaviour as a result of their communication difficulties and their lack of social understanding. We also have a primary provision for students with autism and average ability

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 Lucy Hunt, Assistant Headteacher at Holbrook School for Autism, on 01332 880208, via email to l.hunt1@holbrookautism.derbyshire.sch.uk or visit our website at www.esteemmat.co.uk/jointheteam. 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

![A drawing of a face

Description automatically generated]()

Julian Scholefield

Chief Executive Officer

**About Esteem Multi-Academy Trust**

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown from seven to 11 academies within its first 18 months and now includes 7 special schools and 3 support centres (PRUs) and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students’ vulnerabilities. So, ‘joined-up thinking’, between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

* Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
* Deliver high standards and value for money from our support services, resources, estate and technology; and
* Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully ‘joined-up’ way.

**Welcome from the Headteacher**

A picture containing person, person, wall, indoor

Description automatically generated

Dear applicant,

Thank you for your interest in the post of Teaching & Learning Assistant at Holbrook School for Autism. I am very pleased that you are considering applying to work in a successful, fun and innovative special school.

Every autistic child and young person at Holbrook has individual needs and abilities. As a staff team, we are passionate about working with students with autism, enabling our students to overcome challenges and make the most of life’s opportunities by preparing and supporting each one of them to be active citizens in the wider community.

As Headteacher, I am committed to promoting emotional wellbeing and positive mental health, we embed a culture which values the happiness and emotional welfare of all our students, staff, parents, and stakeholders. We were awarded the Wellbeing Award for Schools which recognised the fantastic work we do as a school.

We are keen to employ an outstanding TLA within our exciting, individualised curriculum provision. You should have a strong track record of innovation and creativity. You will be a team player working closely with other teachers, leaders, support staff and the residential care team. You should have a positive approach to supporting behaviour that challenges, bringing enthusiasm and commitment to impact positively on student wellbeing and progress.

As well as making a positive contribution to the lives of our students, we can offer you:

• a supportive, collaborative, and friendly staff environment in a rural school setting where you will have the chance to make a real and positive impact on the lives of Holbrook School for Autism’s students.

• professional and continuous training programmes and a supportive career progression.

• generous pension schemes (Teachers'/ LGPS Pension Scheme)

• A range of health and wellbeing services through Westfield Health

• Free, on-site car parking

• School social events

• A commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the role. The closing date for applications is midday on 04 December 2022.

Interviews for this post will be held during week commencing 05 December 2022.

I wish you well in your application.

Yours faithfully,



Sam Bayliss

Headteacher

Holbrook School for Autism

**About Holbrook School for Autism**

Holbrook School for Autism provides specialist education and care for students with a diagnosis of autism aged 4-19, split over two sites in Holbrook and Belper; there are currently 137 students on roll. We also have a residential facility based at the Holbrook site that provides accommodation for up to 28 students a week, 7 per night, Monday to Thursday term time only.

The main cohort of our students have autism with profound learning difficulties and can present extremely challenging behaviour. The academy practices ‘Team Teach’, a holistic approach to behaviour support and interventions.

In addition to the main school, we also have a provision known as ‘The Hub’, which supports primary aged students with autism who can be working at age-related expectations. These students are currently unable to access mainstream school due to complex needs and behaviours and may have additional mental health needs.

Based in a rural area, Holbrook site has expansive grounds housing specialist climbing equipment for the younger students, trampolines, and outdoor gym equipment. It also has access to a wooded area enabling us to provide Forest Schools.

The Belper site accommodates four classes of students aged 14-19. The town location allows for community cohesion, work experience opportunities and has good access links enabling students to participate in travel training.

We provide a personalised curriculum, designed to address the holistic needs of our students. Students have identified differentiation as part of their ‘My Plan’ and individual timetables as appropriate, as well as working on the key skills of literacy, numeracy, and all the national curriculum subjects.

Situated in Derbyshire, most of our students live within the county including a significant number from Derby City. We also accept a small number from Staffordshire and Nottinghamshire.

Further information about our academy can be found on the website at [www.holbrookautism.derbyshire.sch.uk](http://www.holbrookautism.derbyshire.sch.uk)

**The advertisement**

**Job Title:** CoverTeaching and Learning Assistant (TLA)

**Location:** Holbrook School for Autism, Portway, Holbrook, DE56 0TE or John O’Gaunts Way, Belper, DE56 0DB

**Grade/Scale:** Grade 07 (Point 08-11) Actual Salary £17,324 - £19,183

**Start date:** ASAP

**Contract:** 32.5 hours per week, 39 weeks per year (TTO)

Holbrook School for Autism is a successful school for children and young people with autism and learning difficulties, aged 4–19. Our students, may at times, display challenging behaviour related to their communication, social interaction and/or sensory processing difficulties.

Within a safe, structured, and predictable environment, we deliver a person-centred curriculum that supports students in developing independence, confidence, academic and life skills. We strive to enable our students to participate fully in opportunities and experiences both in school and the wider community, so that students can make informed life choices.

We are seeking an outstanding TLA, to work with 4-19-year-olds with autism and learning disabilities. Reporting directly to the Specialist Teaching & Learning Assistant, the ideal candidate will have a level 2 qualification or equivalent, positive approach to behaviour support and experience of working with young people with complex needs, including ADHD, SLD, SEMH Candidates who do not hold a relevant qualification may still apply if they are able to demonstrate a commitment to undertake training and will only be considered for a fixed term contract until successful completion of the relevant course.

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

For further information, please contact Lucy Hunt, Assistant Headteacher at Holbrook School for Autism, on 01332 880208, via email to [l.hunt1@holbrookautism.derbyshire.sch.uk](mailto:l.hunt1@holbrookautism.derbyshire.sch.uk) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 04 December 2022 (midday)**

**Interview dates: WC 05 December 2022**

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 Teaching & Learning Assistant**

**Esteem Multi-Academy Trust**

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually.

**GENERAL DESCRIPTION OF THE POST**

A Cover teaching and Learning Assistant’s role primary role is to provide Teaching Assistant cover in classes where there are staff absences as a result of sickness or ad-hoc special leave. Deployment will be determined by Senior Leaders as most appropriate regarding the needs of the pupils.

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 behaviour management, general care and personal hygiene needs of pupils. The primary focus will be to ensure continued high quality learning and pupil achievement.

**CORE REQUIREMENTS OF THE POST**

The postholder will demonstrate essential professional characteristics, and in particular will:

* Engage and motivate pupils
* Improve the quality of pupils’ learning
* Inspire trust and confidence in pupils and colleagues
* Build team commitment with colleagues and in the classroom
* Demonstrate empathy with and an appreciation of the care needs of pupils

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.

**STUDENT PROGRESS**

* Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with teacher, to support students’ learning and progress.
* Contribute to maintaining student records
* Promote the inclusion and acceptance of all students within the classroom, school and wider community.
* Encourage students to interact and work co-operatively in learning activities
* Promote independence and employ strategies to recognise and reward its achievement

**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 student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
* Provide a proactive consistent approach to challenging behaviour, implementing and contributing to behaviour support plans and using physical intervention if necessary
* Respond quickly and appropriately to demands made by individual students 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

**WHOLE SCHOOL ETHOS**

* Where appropriate contribute to the formulation of school policies
* Execute school policies
* Use the performance management process to drive school improvement through the raising of standards of teaching and learning
* Support visitors who may be work shadowing, under the guidance of the class teacher
* Promote the wider aspirations of the school

**SAFEGUARDING**

* Demonstrate a commitment to safeguarding and promoting the welfare of students and young people
* The work within the safeguarding and child protection policies of the school and act within the best interests of students at all times
* To undertake relevant training as set by the safeguarding team
* The post is subject to satisfactory references and enhanced DBS clearance

**Person Specification: Cover Teaching and Learning Assistant**

**Holbrook School for Autism, Esteem Multi-Academy Trust**

|  |  |  |
| --- | --- | --- |
| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Education and Training | * Grade C or above GCSE English (or equivalent). * Grade C or above GCSE Maths (or equivalent). * Care/Teaching Assistant related qualification/NVQ level 2 or equivalent (or able to pass this qualification within timescale). | * Full UK Driving License * Behaviour Management training * Level 3 First Aid at Work * Team Teach Trained (or equivalent) * Minibus Driver Training |
| Experience | * Successful experience of working with young people with behavioural needs. * Experience of supporting young people with learning difficulties * Experience of working in classrooms setting * Experience of de-escalation strategies to support behaviour for learning. |  |
| Skills, Knowledge  and competences | * Knowledge of personal care procedures * Ability to work alongside the teacher in evaluating and recording student progress * Use alternative methods of communication where required * Good oral and written communication skills * Good organisational skills * Knowledge and use of Microsoft software and e mail * Ability to maintain accurate records in written and IT format * A commitment to teamwork * Able to form positive relationships | * Trained in aspects of SEN specific provision, e.g. PECS, Makaton, TEACCH, behaviour management * Experience of managing challenging behaviour, including implementing appropriate interventions * Ability to promote and reinforce student’s self-esteem, independence, and participation within the community * Experience in attending to intimate and personal care * Experience of driving school minibus/willingness to undertake training to drive school minibus |
| Personal qualities | * Energy, optimism, initiative, flexibility and commitment * Hard working * Reliable * Approachable * Enjoy working with others * Personality and sense of humour |  |
| Equal Opportunities | * Knowledge and awareness of equal opportunities policy and commitment to its implementation |  |
| Other | * Suitable to work with children * Committed to safeguarding and promoting the welfare of children and young people on a daily basis. * Commitment to raising standards of academic and personal achievement * Patient, tactful and approachable * Flexible approach to tasks and workload * Able to undertake a range of tasks as appropriate for the role |  |

**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 2022’ 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 [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam) or you can email [l.hunt1@holbrookautism.derbyshire.sch.uk](mailto:l.hunt1@holbrookautism.derbyshire.sch.uk) to request a copy. Please specify the job vacancy for which you wish to apply.

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: 04 December 2022 (midday)**

**Interview date: WC 05 December 2022**

Completed application forms can be returned electronically to Lucy Hunt, Assistant Headteacher via email to [l.hunt1@holbrookautism.derbyshire.sch.uk](mailto:l.hunt1@holbrookautism.derbyshire.sch.uk)

If you wish to submit your application form by post, please return it to the following address:

**Private & Confidential: Sam Bayliss, Holbrook School for Autism, Portway, Holbrook, Belper, DE56 0TE**