



Driver & Project Team Assistant

GRADES: SC03-04 (Points 05-06)

ACTUAL SALARY: £12,552 - £13,040 (Pending NJC Pay Award 2024-25)

Contract: 22.5 hours per week (4.5 hours per day, Monday to Friday), Term time only

Start Date: ASAP

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). This position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a Driver and Project Team Assistant to transport our pupils to and from school each day, as Project Team Assistant you will be required to provide support to young people with educational, social and emotional needs, both in and out of the classroom, to ensure they have a safe and healthy environment in which to learn and develop.


The Aspire Academy is an alternate provision opened in 2014, which is committed to deliver a transformational approach to supporting some of the most challenging pupils in South Worcestershire. The school has 105 full time equivalent placements to provide full or part time alternative provision in the core curriculum for pupils in Key Stages 3 and 4.

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 Louise Lain, Finance and HR Manager, via email to personnel@theaspireacademy.org.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
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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
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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.

The advertisement

Job Title: Driver & Project Team Assistant

Location: The Aspire Academy, Bridgwater Road, Worcester, WR4 9FQ

Grade/Scale: SC03-04 (Points 05-06) £12,552 - £13,040 (Pending NJC Pay Award 2024-25)

Start date: ASAP

Contract: 22.5 hours per week (4.5 hours per day, Monday to Friday), Term time only

The Aspire Academy Free School Trust is seeking to appoint a Driver & Project Team Assistant to join our busy project work team.

The main duties of the role are to support the Project Team Manager with providing transport to pupils to and from school each day, as well as providing support to young people with educational, social and emotional needs, both in and outside of the classroom, to ensure they have a safe and healthy environment in which to learn and develop.

The successful candidate will have a positive and professional manner, excellent communication skills and be flexible, resilient, and a good team player.

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

For further information, please contact Louise Laing, HR & Finance Officer, via email to personnel@theaspireacademy.org.uk or visit our website at www.eesteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 04 November 2024 (23:59)

Interview date: 11 November 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: Driver and Project Team Assistant Esteem Multi-Academy Trust

Post Title:	Driver and Project Team Assistant
Location:	The Aspire Academy, Bridgwater Road, Worcester, WR4 9FQ
Purpose:	<ul style="list-style-type: none"> • Transport pupils to and from school every day • Provide support to young people with educational, social and emotional needs, both in and out of the classroom, to ensure they have a safe and healthy environment in which to learn and develop
Reporting to:	Director of Operations and Lifelong Learning
Responsible for:	
Liaising with:	Senior Leadership Team and Key Stage Coordinators
Working Time:	22.5 hours per week, 4.5 hours per day – Monday-Friday; Term Time Only, Permanent. Fortnightly shift pattern to be shared across two roles.
Salary/Grade:	SC03-04 (Points 05-06) £12,552 - £13,040 (Pending NJC Pay Award 2024-25)
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To achieve the above	<p><u>Driver:</u> It is essential the successful applicant holds a clean, cat D1 driving license. The ideal candidate should have knowledge of the locality and experience of transporting school-aged young people.</p> <p><u>Main duties will include:</u></p> <ul style="list-style-type: none"> • Responsibility for the vehicle condition and road worthiness (daily checks). • Driving in a considerate manner and conforming to the Highway Code. • Responsibility for the safety and safeguarding of the passengers, on and off the vehicle. • Assisting in the co-ordination of travel routes with other drivers. • Sharing information with appropriate school staff regarding pupils. <p><u>The successful applicant(s), will have the following personal attributes:</u></p> <ul style="list-style-type: none"> • A positive and professional manner. • Excellent communication skills. • Flexible, resilient, a good team player and be relentlessly reasonable. • Ability to adhere to the Aspire ethos, vision and values. <p><u>Project Team Assistant:</u> In conjunction with the other Project Workers, the Project Work Assistant will find creative solutions to resolve young people issues.</p>

Provide Care and Support for Young People and liaise with their family:

- To work closely alongside teaching staff to ensure all pupils, including those who are in receipt of pupil premium funding, make the required progress and maximize their potential.
- Collecting young people at the beginning of the day and delivering them home using school transport (approximately 5 - 10 hours per week).
- Promote the wellbeing of young people by being a point of contact if they need to talk to someone outside the classroom and on journey.
- To provide targeted additional support within the classroom for those most at risk of placement breakdown.
- To monitor minutes out of lesson, behaviour, achievements and targets of key young people.
- To encourage and support young people to engage them in all education activities.
- To provide timetabled support of young people in their lessons.

Supporting Young People with Trips, Visits and Placements:

- To support work experience and college links, e.g. with lifts and independent travel.
- To support independent travel and skills of daily living training.

Other Duties:

- To be available at: breakfast club (when not transporting students), break time and lunchtime and all other unstructured time as required.
- To keep accurate behaviour records of young people within Arbor (M.I.S).
- To complete all reasonable requests of the Headteacher through the Project Work Manager.
- To undertake appropriate CPD relevant to the development of the role.

Wider Responsibilities – Both Roles

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to the designated safeguarding lead.
- To be responsible for promoting and safeguarding the welfare of pupils, including supporting them with their attendance.
- Ensure all information is treated confidentially and have absolute discretion at all times.
- To adhere to school health and safety policy, including risk assessment and safety systems.
- To adhere to school policy on equality and diversity.
- To contribute to the overall ethos/aims of the school.
- To appreciate and support the roles of other professionals.
- As a member of a small organisation, the post holder will be required to support all school staff and may be required to assist in a diverse range of duties.
- To adhere to the school staff code of conduct.
- Any other tasks or activities deemed relevant as per management instruction.

	<p>The Aspire Academy, part of Esteem Multi-Academy Trust are committed to safeguarding all children and young people in their care. As such the post holder is subject to an enhanced DBS disclosure and regular safeguarding training.</p>
Other Generic Responsibilities:	
<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 	

Person Specification: Driver and Project Team Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • GCSE English and Maths or equivalent • Knowledge of challenging behaviour within an educational setting • Knowledge of educational practice with a challenging client group • Knowledge of child protection and associated issues • A full, clean driving license, • A MiDAS minibus qualification (training available otherwise) D1 on the driving license
Desirable		<ul style="list-style-type: none"> • First Aid at Work certificate, or willingness to undertake training • NVQ3 or equivalent caring for young people/Youth Work/Education Welfare • Knowledge of basic child development
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • Experience of working with challenging young people and their families • Has a clean driving license and is able to drive establishment vehicles and transport young peoples on outings / activities / interviews, etc., as required • Is able to communicate both orally and in writing with a range of audiences, including through reports • Has the ability to develop and implement basic behavioral management techniques. • Is able to establish appropriate and trusting relationships with young people. • Is able to use Microsoft Office applications • Is able to work to instruction and take initiative • Is able to work flexibly both in time and place • Is able to organise and prioritise a demanding workload
Desirable		<ul style="list-style-type: none"> • At least two years' experience of working with young people who exhibit challenging behaviour • Experience of working in a school setting

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 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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