

# MIDDAY LEARNING SUPPORT

**GRADE: 05 (Points 04-05)**

**ACTUAL SALARY: £11.98 - £12.18 per hour  
(Pending NJC Pay Award 2024-25)**

**Contract: 15 hours per week, term time only  
(11.00am – 2.00pm: Monday – Friday),**

**Start Date: SEPTEMBER 2024**

## CANDIDATE INFORMATION PACK





## What is included within this pack?

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

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



## Welcome from Esteem Multi-Academy Trust



Dear applicant,

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

Peak School is a nursery to 19, special school academy in the northwest corner of Derbyshire. We cater for children and young adults with a whole range of needs, particularly those with profound and multiple learning difficulties (PMLD), communication difficulties, and those with challenging behaviour linked to their associated learning difficulties.

We are eager to appoint a motivated individual who can support pupils with a wide range of special educational needs during the lunch period. To be responsible for the safety and welfare of pupils, supervising them in the dining room, classrooms and on playgrounds.

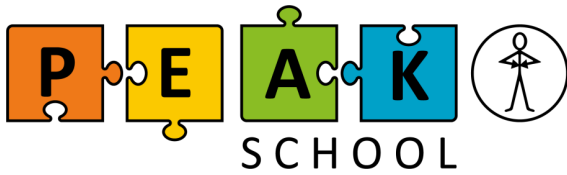
If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Mel Smith, School Business Manager on 01663 750324, via email to [msmith@peakschool.co.uk](mailto:msmith@peakschool.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.

I wish you well in your application.

Yours faithfully

Julian Scholefield  
Chief Executive Officer



## About Esteem Multi-Academy Trust

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

Our vision is to be a Trust that:

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

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

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

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

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



## Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the post of Midday Learning Support at Peak School. I am very pleased that you are considering applying to work with us at our school.

We are a nursery to 19, special school academy in the northwest corner of Derbyshire. We cater for children and young adults with a whole range of needs, particularly those with profound and multiple learning difficulties (PMLD), communication difficulties, and those with challenging behaviour linked to their associated learning difficulties. We have a high staff to pupil ratio due to the specific needs of our pupils and also have on-site nurse, physiotherapist and speech and language therapists to provide specialist services.

We are located in a beautiful, rural environment, close to the borders of Cheshire, Stockport and Tameside, where we make full use of the local amenities and make a point of filling our curriculum with outdoor activities.

We have a team of 8 teaching staff and 40 full and part-time specialist Senior Intervention Assistants, Intervention assistants and Midday Learning support staff to support the learning experience for all our pupils. We employ a school nurse, physiotherapist and speech and language assistants who all work closely with visiting NHS staff to support the physical, medical and communication needs of our pupils.

Our website will provide you with some information about Peak School and give you an insight into the special opportunities and facilities offered at the school. More information can also be found at our Facebook page via the link on the website.

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 setting where you will have the chance to make a real and positive impact on the lives of Peak school students.
- professional and continuous training programmes and a supportive career progression.
- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- 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 and experience to fulfil the role.

The closing date for applications is 27 September 2024 (23:59). Interviews will take place on 04 October 2024.

I wish you well in your application.

Yours sincerely

Jo Howarth  
**Headteacher, Peak School**



## The advertisement

**Job Title:** Midday Learning Support

**Location:** Peak School, Buxton Road, Chinley, High Peak, Derbyshire, SK23 6ES

**Grade/Scale:** Grade 05 (Points 04-05) £11.98-£12.18 per hour (Pending NJC Pay Award 2024-25)

**Start date:** ASAP

**Contract:** 15 hours per week (11:00am–2.00pm: Monday – Friday), Term time only

We are a nursery to 19 special school academy located in a rural environment in the village of Chinley in the north west corner of Derbyshire. We cater for children and young adults with a whole range of needs, particularly those with profound and multiple learning difficulties (PMLD), communication difficulties, and those with extremely challenging behaviour linked to their associated learning difficulties.

We are eager to appoint a motivated individual who can support pupils with a wide range of special educational needs, be responsible for the safety and welfare of pupils, supervising them in the dining room, classrooms and on playgrounds.

Working with specific pupils under the direction of the Class Teacher or Head Teacher, as applicable, the ideal candidate will have experience of working with children and young people, have an awareness of the importance and responsibility of keeping children safe in school and have a good work ethic, time management and reliability.

Benefits include: LGPS Pension Scheme, Well-being Services and free parking.

For further information, please contact Mel Smith, School Business Manager on 01663 750324, via email to [msmith@peakschool.co.uk](mailto:msmith@peakschool.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: 27 September 2024 (23:59)**

**Interview date: 04 October 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: Midday Learning Support Esteem Multi-Academy Trust

<b>Post Title:</b>		Midday Learning Support
<b>Location:</b>		Peak School, Buxton Road, Chinley, Derbyshire, SK23 6ES
<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</li> <li>To implement agreed work programmes with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning and recording cycle, and the management/preparation of resources</li> <li>The MLS may be required to manage behaviour and assist pupils to undertake set activities. The primary focus will be to ensure continued high-quality learning and pupil achievement</li> </ul>
<b>Reporting to:</b>		Senior Intervention Assistant
<b>Liaising with:</b>		Teaching & Senior Staff
<b>Working Time:</b>		10 hours per week (11:30 – 13:30, Monday – Friday)
<b>Salary/Grade:</b>		Grade 05 (Point 04-05) £11.98-£12.18 per hour
<b>Disclosure level</b>		Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>		
<b>To Achieve the Above</b>		<ul style="list-style-type: none"> <li>The post-holder will demonstrate essential professional characteristics, and in particular will:</li> <li>To support pupils in class groups implementing work set by the teacher.</li> <li>Help support the teacher with the management of pupil behaviour.</li> <li>Responsible for the supervision of pupils throughout the midday lunch and break period</li> <li>Support pupils whilst they are having a meal and implementing feeding programmes under the guidance of teaching staff as necessary, assisting pupils to eat their meals as necessary and promoting good behaviour at all times.</li> <li>Supervising pupil’s toileting and personal hygiene programmes as appropriate.</li> </ul>



		<ul style="list-style-type: none"> <li>• Organising appropriate recreational activities during the mid-day break, encouraging positive play and interaction.</li> <li>• To apply the school's emergency procedures as necessary in respect of illness, injury and fire.</li> <li>• To report incidents of concerns to the Head in accordance with the Safeguarding procedure of the school.</li> <li>• To follow the school's discipline policy using positive language to encourage acceptable behaviour. To undertake appropriate training as necessary to meet the pupil's needs.</li> <li>• To carry out other instructions given by the Headteacher or members of the Senior and Middle Leadership team which reasonably fall within the purpose of the post.</li> <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 pupils</li> </ul>
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**Other Generic Responsibilities:**

<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development.</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• 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</li> <li>• 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</li> </ul>
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This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.



## Person Specification: Midday Learning Support Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Successful experience of working with children or young people</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Experience of working in a classroom setting</li> <li>• Experience of supporting young people with Physical needs, behaviour and /or learning difficulties</li> <li>• Experience of de-escalation strategies to support behaviour for learning</li> </ul>
KNOWLEDGE AND ABILITIES		
<b>Essential</b>		<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 e mail</li> <li>• Ability to maintain accurate records</li> <li>• A commitment to teamwork</li> <li>• Able to form positive relationships</li> <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> <li>• Knowledge and awareness of equal opportunities policy and commitment to its implementation</li> <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>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• n/a</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: 27 September 2024 (23:59)**

**Interview date: 04 October 2024**

For further information, please contact Mel Smith, School Business Manager, Peak School, on 01663 750324, via email to [msmith@peakschool.co.uk](mailto:msmith@peakschool.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.