



MIDDAY SUPPORT ASSISTANT

GRADE: 5 (Points 04-05)

**ACTUAL SALARY: £8,595 - £8,935 (Pending NJC Pay
Award 2024-25)**

**Contract: Permanent, Term Time Only, 16 hours
per week (11:00 to 14:00, Monday to Thursday,
11:00 to 15:00 Fridays)**

**Location: Barrow Hill primary site – Esteem North
Academy**

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 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). The Midday Support Assistant 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 enthusiastic and experienced individuals who are eager to support the Academy's pupils. The successful applicant will have energy, optimism, initiative, flexibility and commitment to the lunchtime provision for the primary pupils.

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 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, and opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflects 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 Midday Support Assistant post 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!

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 energetic, flexible and experienced midday practitioner with a passion for working with disaffected pupils and can contribute to a small staffing team 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

The advertisement

Job Title: Midday Support Assistant

Location: Esteem North Academy, Barrow Hill site

Grade/Scale: Grade 5 (Points 04-05) Actual Salary £8,595 - £8,935 (Pending NJC Pay Award 2024-25)

Start date: ASAP

Contract: 16 hours per week (11:00 to 14:00, Monday to Thursday, 11:00 to 15:00 Fridays), Term Time Only, permanent

Esteem North Academy is an Alternative Provision Academy for permanently excluded pupils or those at risk of exclusion. We currently have 3 sites in the north of Derbyshire and have around 300 pupils on roll over these 3 sites. This role will be based at the Barrow Hill site which caters for primary aged children.

We are seeking to appoint an enthusiastic individual to support the team and work to ensure that the lunchtime provision is effective and can allow the site to continue to function. Lunches are outsourced to an external catering company and we have arrangements to collect from the neighbouring school. This midday post is a new role that is now required to support the staffing team. There may be 15-20 pupils on site and they have lunch on a rota basis currently. Pupils may have varying behavioural and educational needs including ASD, ADHD, ODD and social, emotional, and mental health needs. Duties will include collection of the lunches, serving to pupils, distribution over the site, supervision of pupils over lunch and cleaning away afterwards so that lessons can continue swiftly. Staff will also be working with pupils and so this role is to contribute to the supervision required. We require support with the organisation and clearing away of breakfast, and of lunch distribution.

Reporting daily to the Site Lead, the ideal candidate will be experienced in food hygiene, motivated and a caring individual who has a passion for supporting children and working as part of a small team. The School Business Manager will line manage this post.

For further information, please contact support@esteemnorthacademy.co.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.

Closing date for applications: 27 September 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 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 Support Assistant Esteem Multi-Academy Trust

Post Title:	Midday Support Assistant
Location:	Esteem North Academy – Barrow Hill
Purpose:	To work under the guidance of senior staff and within an agreed system of pupil supervision, including assisting with the general care and needs of pupils at lunchtimes to ensure that all pupils have access to lunch. The MLSA will be required to contribute to management of behaviour and assist pupils with accessing their lunch.
Reporting to:	School Business Manager and Site Leads
Responsible for:	n/a
Liaising with:	The Barrow Hill staffing team
Working Time:	16 hours per week, Term Time only
Salary/Grade:	Grade 05 (Point 04-05) £8,595 - £8,935 (Pending NJC Pay Award 2024-25)
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To achieve the above	<p>CORE REQUIREMENTS:</p> <p>The post-holder will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> • To support pupils at lunchtime • Help support with the management of pupil behaviour on site • Support with the organisation, preparation, ordering, serving and clearing away of food at lunchtime • Contribute to the supervision of pupils throughout the midday lunch period • Support pupils whilst they are having a meal and promote good behaviour at all times • Supervise use of the toilets if needed • Engage in appropriate recreational activities during the mid-day break, encouraging positive interaction and development of social skills, especially on wet days if needed • To apply the academy’s emergency procedures as necessary in respect of illness, injury and fire • To report incidents of concerns to the Head of site in accordance with the safeguarding procedure of the academy • To follow the academy’s discipline policy using positive language to encourage acceptable behaviour. To undertake appropriate training as necessary to meet the pupil’s needs.

	<ul style="list-style-type: none"> • 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. • Engage and motivate pupils • Inspire trust and confidence in pupils and colleagues • Build team commitment with colleagues • Demonstrate empathy with and an appreciation of the care needs of pupils <p>PROFESSIONAL PRACTICE:</p> <ul style="list-style-type: none"> • Maintain, develop and apply professional knowledge to enable effective teaching and learning support • Share such knowledge with colleagues to improve whole academy 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 and welfare needs such as providing food and drink • Understand and apply a range of appropriate support strategies • Be conversant with the academy's safeguarding policy and actively employ said policy in order to keep pupils across the academy safe • Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information. <p>WHOLE ACADEMY ETHOS:</p> <ul style="list-style-type: none"> • Where appropriate contribute to the formulation of academy policies • Execute academy policies • Promote the wider aspirations of the academy • Share in the visions and values of the academy.
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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

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 Support Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND TRAINING		
Essential		<ul style="list-style-type: none"> • Basic English and Maths
Desirable		<ul style="list-style-type: none"> • Food Hygiene certificate
EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Experience of working with young people with behavioural needs and/or learning difficulties • Experience of working in a classroom/nursery/school setting • Understanding of food hygiene and food safety • Participation in development and training opportunities
Desirable		<ul style="list-style-type: none"> • Working with children with challenging behavioural and/or learning difficulties such as ASD, ADHD, ODD • Of previously working in a school kitchen/café/in the food industry • Of engaging children with recreational activities • Experience of strategies to support behaviour for learning •
SKILLS, KNOWLEDGE AND COMPETENCIES		
Essential		<ul style="list-style-type: none"> • Good oral and written communication skills • Good organisational skills • Knowledge and use of Microsoft software and email • Ability to maintain accurate records • A commitment to teamwork • Able to form positive relationships • Of the food certificates required by schools • Good communication skills • Ability to relate well to children and adults and build relationships • Ability to relate to children with autism and other difficulties in a supportive and sensitive manner
PERSONAL ATTRIBUTES		
Essential		<ul style="list-style-type: none"> • Energy, optimism, initiative, flexibility and commitment • Hard working • Reliable • Enjoy working with others • Personality and sense of humour • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect • Open, honest and an active listener • Takes responsibility and accountability • Communicates effectively
<p>Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:</p>		
Essential		<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people.

	<ul style="list-style-type: none"> • 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 • Emotional resilience in working with challenging behaviours and • Attitudes to use of authority and maintaining discipline. • Knowledge and awareness of equal opportunities policy and commitment to its implementation
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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 CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

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. Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Our Safeguarding and Child Protection Policy can be found on the Esteem MAT website: <https://www.esteemmat.co.uk/policy-documents/>

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 pupils 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>.

Your skills and experience will be matched 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 interview and assessment 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: 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. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.