

PERSONAL DEVELOPMENT LEAD

**GRADE: MPS1 to UPS3 +SEN1 +TLR2a**

**ACTUAL SALARY: £28,000 to £43,685 +£2,384 +£3,017**

**CONTRACT: Permanent**

**START DATE: ASAP**

CANDIDATE INFORMATION PACK

Version: Nov 2022

Logo, company name

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**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
* About North East Derbyshire Support Centre
* Job advertisement
* Job description and person specification
* Safeguarding and checks
* Application process and timeline

**Welcome from Esteem Multi-Academy Trust**

A person with a beard and mustache

Description automatically generated with low confidenceDear 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.

The North East Derbyshire Support Centre 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 Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

We are eager to appoint a dynamic and inspiring leader and teacher who is passionate about enabling our pupils 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 have got what we are looking for, we look forward to receiving your application for consideration.

For further information and/or to arrange a school visit please contact the HR Team, via email ([hr@esteemmat.co.uk](mailto:hr@esteemmat.co.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.

I wish you well in your application.

Yours faithfully

![A drawing of a face

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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 £27 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 3 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. 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 we can achieve more for our pupils as a collective group of schools than we could separately. 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.

**About North East Derbyshire Support Centre**

A picture containing person, person, wall, smiling

Description automatically generated The North East Derbyshire Support Centre 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 Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

The Personal Development and Enrichment Lead will work together with the site leads, SLT and the Headteacher to manage and develop the academy’s curriculum with regards our Personal Development offer. The aim will be to deliver a high quality, relevant and sequenced Personal Development curriculum which includes; PSHRE, Citizenship, Futures and the tutor time programme. This will include content at Key Stages 3 and 4 which meets the needs of our pupils. We will also require the planning and coordination of off -site visits, visiting speakers and other enrichment opportunities. These will be embedded into the SMSC calendar in advance and support a relevant experience for the pupils. As well as timetabled lessons, our personal development offer will be extended to include a daily tutor time programme and weekly assemblies. Personal development is also enhanced by the promotion of SMSC and British Values agendas in our planning and activities. Promotion of pupil ambassadors and other such opportunities would be supported by this post.

Our personal development offer in our academy includes areas that will enhance the ability of the pupil to keep themselves safe and healthy, plan for their future and be able to contribute as a positive citizen in society. This therefore includes content from PSHRE, Citizenship and Careers. This role will ensure that our pupils are taught the relevant safeguarding content from the s175 safeguarding audit to give pupils the knowledge that they need to keep them selves safe. Knowledge of the “Opt out” process for the sex education policy and collaboration with parents is required

Most contracts for NEDSC are not site specific, however this post is to be based at the Hasland site. Travel may be required to the other sites or pupil’s homes for our peripatetic offer in the afternoons. Mileage is paid for, and applicants are therefore required to have access to transport and business insurance.

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. The Hasland and High Peak sites currently deliver to pupil in KS3 and KS4. We are developing 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 Support Centre, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

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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

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We will achieve this by:

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* 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 inspiring, energetic, flexible and engaging teacher with a passion for working with disaffected pupils and can contribute to a small staffing team with fresh new ideas then we may be the academy for you!

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

Yours faithfully

Janine Dix

Janine Dix

Headteacher

**Advertisement**

**Job Title: Personal Development Lead**

**Location:** Hasland site (The Green, Hasland, Chesterfield, S41 0LN). Travel to all three sites (and pupil’s homes on occasion) may be expected with mileage expenses available to be claimed from the nominated base.

**Grade/Scale:** MPS/UPS +SEN1 + TLR2a Actual Salary £28,000 to £43,685 +£2,384 +£3,017**Start date:** ASAP

**Contract:** Permanent

It is a really exciting time in the academy’s development as we look to expand our provision, enhance the curriculum offer and build a reputation as the alternative provider of choice in the county. We have made some really exciting appointments in the last few months at a time where recruitment presents it challenges and we are now looking to offer a full -time permanent contract for a teacher to join our academy.

We are looking to recruit an experienced leader to coordinate our academy’s personal development offer across all sites. The successful candidate will devise the curriculum for PSHRE, Futures and Citizenship, create the tutor time activities and plan our SMSC calendar to organise visits and themed days to enrich our offer. We wish to recruit an inspiring and knowledgeable teacher to join our academy and help to drive forwards with our academy developments. The staffing team is small compared to a mainstream academy and the post will suit a candidate who will be flexible to meet the needs of the pupils and the academy. The Hasland site currently has approximately 85 pupils, High peak around 40 pupils.

This post will suit a candidate who can offer a high level of expertise and prove themselves to be an exceptional teacher and highly skilled professional who can contribute to the academy’s drive to develop at a rapid pace.

Benefits include: Teachers’ Pension Scheme, Westfield Health membership and free parking.

For further information and/or to arrange an academy visit please contact Janine Dix via email (jdix@nedsc.derbyshire.sch.uk) or visit the Esteem 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: Sunday 11 December 2022 (12 noon)**

**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 pupils. 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: Personal Development Lead**

**North East Derbyshire Support Centre, Esteem Multi-Academy Trust**

**Salary:** MPS1-UPS3 +SEN1 +TLR2a (£28,000 to £43,685 +£2,384 +£3,017)

**Hours:** 32.5 hours

**Contract type:** Permanent, full time

**Reporting to:** SLT and Head of Centre

**Responsible for:** Devising the personal development offer for the academy

**Main purpose:**

Under the direction of SLT, the Personal Development Lead role will be:

* To ensure that we have a well -planned PSHRE, Futures and Citizenship curriculum offer to meet our pupils needs. To take responsibility for the planning of these areas.
* To ensure that planning is sequenced and assists learning with an increase in depth of knowledge and understanding from the pupils
* To ensure that we have a clear, succinct and high- quality intent for the personal development offer
* To raise standards across the curriculum
* To act as leader for staff and pupils, supporting the delivery of our personal development offer and developing the curriculum content
* Establish and involve partnerships across the MAT with other PSHRE/Citizenship/Futures teacher/Leads
* To monitor and support the overall progress and development of the personal development offer and related curriculum
* To ensure that the personal development curriculum is current in terms of updated guidance
* To identify and embed opportunities for off site visits and external speakers to enrich the curriculum offer with relation to personal development to make it as relevant to our pupils as possible
* To assist the whole academy to identify cross curricular links in planning to reinforce personal development at every opportunity
* To plan and have a high -quality tutor time programme in place
* To ensure that we have an assembly rota of relevant themes to support pupil development and keep them safe
* To ensure that assemblies are planned for, and delivered with quality
* To contribute to the gathering of evidence about the quality of our personal development offer across the whole academy
* To contribute to related policies including SMSC, British Values and RSHE
* To ensure that parents are aware of the opt out for sex education and collaborate with parents around our curriculum content
* To complete an SMSC and BV audit
* To produce the SMSC calendar and embed this into the tutor time programme to correspond to celebrating of national themes
* To support staff with the embedding of British Values and SMSC into their cross curricular planning
* To give the pupils the skills, knowledge and experiences that they need to take forward to their futures to be successful citizens
* To develop knowledge of Cultural Capital across staff and pupils
* To plan and cost for trips and visiting speakers for the academic year, organise and evaluate these opportunities
* To actively promote national themed days
* To organise charity days/events/activities
* To liaise with the work experience coordinator and careers lead to ensure that the Futures curriculum is relevant
* To contribute to the Gatsby Benchmarks by developing our stable careers programme with the careers lead
* To ensure that pupils achieve appropriate outcomes and/or qualifications in these subjects
* To promote the role of pupil ambassadors and the school council and ensure that each site has these in place
* Contribute to the whole academy CPD training
* Prepare long- term plans for these subjects to ensure a sequenced delivery
* To re-engage pupils with education by delivering engaging and inspiring lessons of relevant
* content
* To increase pupil readiness for re-integration to mainstream education where possible or for

next destination

* Manage any challenging pupil behaviour

**Accountability and Main Duties**

**Strategic Direction of the Curriculum**

* To assist in the development of the KS3 and KS4 curriculum, resources, schemes of work, assessment and teaching strategies
* To create and implement a vision for personal development across the academy which includes timetabled lessons, a tutor time programme, assemblies and other enrichment opportunities
* To keep up to date with and actively monitor national, regional and local developments in the personal development practice
* To link the national themed days to our curriculum and embed enrichment and Cultural Capital opportunities
* To ensure that we can achieve accredited KS4 outcomes where possible by coordinating module completion and ensure sufficient credits are achieved
* To monitor and record the starting of units and completion
* To assist with the entering of pupils for their qualifications to relevant exam boards such as Asdan and Pearson
* To develop cross curricular links including the promotion of SMSC, Careers and British Values and create opportunities for contextual learning and support staff in their knowledge of this
* To ensure that staff can confidently explain how we embed Cultural capital opportunities
* To Produce the Long Term Plan and MTPs for the subjects named above
* To lead curriculum teams in the delivery, design and evaluation of the subject content
* To assist in monitoring pupil progress within the 14 Steps and relevant qualifications
* To assist in implementing and reviewing relevant policies such as SMSC, RSHE, ICT and online safety, safeguarding, peer on peer abuse and the curriculum policy
* To ensure that the content covers safeguarding content included in the S175 such as FGM, forced marriage and breast ironing
* To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of the responsibilities of the post.

**Teaching and Learning**

* To create and be responsible for the consistent implementation and improvement of the subject, scheme of work - Long-Term Planning and Medium Term Planning to ensure it is accessible yet challenging for all pupils
* To monitor progress of pupils in these subjects
* To ensure consistent, effective and confident delivery of the subject
* To deliver CPD to colleagues to enhance practice and knowledge base

**Coordination and Leadership**

* To assume the role of ‘Personal development’ consultant for colleagues
* To demonstrate, by practical example if appropriate, effective ways of organising planning of the subject
* To communicate a clear vision for personal development across the academy linked to the school development plan
* To inform relevant stakeholders if/when required regarding current trends and practice
* To contribute to the Deep Dive process for school improvement and Ofsted inspections
* To support the highest possible standards and quality of Teaching & Learning within these subjects
* To support in the gathering of evidence of the quality of our personal development offer through book looks, learning walks according to the QA policy
* To ensure consistency of delivery across sites
* To work with the site leads and SLT to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs
* To lead colleagues in formulation, review and evaluation of policy, in consultation with the Headteacher
* To embed visiting speaker workshops or off -site visits into the calendar and organise these
* To budget plan in advance for the whole academy year for visiting speakers and off- site trips so that we have a coordinated response.
* To promote teamwork and motivate staff to maintain effective working relationships
* To inspire and motivate through passionate commitment and excellent curriculum knowledge.

**Qualities:**

The Personal Development Lead will:

* Uphold public trust in academy leadership and maintain high standards of ethics, behaviour and professional conduct
* Be credible and an excellent role model
* Be enthusing, driven and be able to create new opportunities for our pupils
* Build positive and respectful relationships across the academy community and with other stakeholders
* Understand that our academy consists of three sites and the need for consistency across all sites
* Understand that we are working at a rapid pace to drive standards and implement a new curriculum offer
* Serve in the best interests of the academy’s pupils.

**Duties and responsibilities:**

**Academy culture and behaviour**

Under the direction of SLT, the Personal Development Lead will:

* Create a culture where pupils experience a positive and enriching academy life
* Uphold educational standards in order to prepare pupils from all backgrounds for their next phase of education and life
* Ensure a culture of staff professionalism and resilience
* Encourage high standards of behaviour from pupils, built on rules and routines that are understood by staff and pupils and clearly demonstrated by all adults in the academy.

**Teaching, curriculum and assessment**

Under the direction of SLT, the Personal Development Lead will:

* Deliver high-quality teaching
* Ensure teaching is underpinned by effective pedagogy and adaptive teaching
* Effectively use formative assessment to inform strategy and decisions
* Effectively use data systems to evidence progress from a pupil’s baseline towards targets
* Ensure that pupil progress is recorded and monitored
* Contribute to the academy’s curriculum offer so that it is appropriate for pupil needs
* Be able to adapt planning to meet the needs of a variety of levels
* Contribute to the blended learning offer
* Deliver engaging and inspiring lessons
* Contribute to the curriculum offer with inspiring subjects that interest our pupils
* Teach a range of subjects to meet pupil need
* Work to the Thrive principles and ensure that they are embedded in daily practice
* Contribute to post 16 planning and careers education for our pupils.

**Additional and special educational needs (SEN) and disabilities**

Under the direction of SLT, the Personal Development Lead will:

* Promote a culture and practice that enables all pupils to access the curriculum
* Have ambitious expectations for all pupils with SEN and disabilities
* Ensure that our sex education content is planned and delivered according to need and understanding
* Make sure the academy works effectively with parents, carers and professionals to identify additional needs and provide support and adaptation where appropriate
* Make sure the academy fulfils statutory duties regarding the SEND Code of Practice.

**Professional development**

Under the direction of SLT, the Personal Development Lead will:

* Ensure that they take up appropriate CPD to develop expertise
* Keep up to date with developments in education
* Seek training and continuing professional development to meet needs.

**Other areas of responsibility**

* To contribute to site developments and additions to timetables to ensure a quality offer such as tutor time, assemblies, home learning, arrangements and monitoring of online learning.
* Production of Pupil Information Packs (PIPs) for pupils in your form group to identify pupil need and barriers to learning
* Target setting and associated risk assessments in the PIP
* Be a form tutor and contribute to pastoral development
* Keep pupils as safe as possible by following effective safeguarding practise.
* Liaise with parents/carers daily to discuss pupils in your form
* Hold colleagues to account for professional standards and lead by example

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

**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.

**Person Specification: Personal Development Lead**

**North East Derbyshire Support Centre, Esteem Multi-Academy Trust**

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| --- | --- |
| CRITERIA | QUALITIES |
| **Qualifications and training** | * Qualified teacher status and completion of NQT/ECT * Degree |
| **Experience** | **ESSENTIAL**   * Previous teaching experience in a school at KS3 and 4 * Experience of working with challenging and vulnerable young people * Of supporting pupils with non- academic needs * Of liaising with parents and other agencies such as social care * Teaching of personal development subjects such as PSHRE/careers/Citizenship/British Values * Experience in curriculum development   **DESIRABLE**   * Experience of working in a non- mainstream education establishment * Experience of working in a multi sited school * Experience of teaching peripatetically * Experience of implementing appropriate curriculum offers to meet the needs of a range of vulnerable or at risk pupils * Teaching at a range of key stages * Of contributing to a blended learning offer to meet pupil need * Of planning of off -site trips and organising school events and visiting speakers * Of planning and delivering assemblies and a tutor time programme * Of the implementation of a school council or pupil voice * Of liaising with families and maintaining effective communication * Of teaching in other non- school site environments such as pupil’s home/libraries * Previous teaching of alternative offers/vocational/non- GCSE |
| **Skills and**  **knowledge** | **ESSENTIAL**   * Knowledge of SMSC national themed days * Cultural Capital knowledge and development of skills for life * Knowledge of British Values and where this can be evidence in an academy curriculum * Knowledge of the Gatsby benchmarks for personal development in terms of careers * Ability to lead and model high quality leadership * Ability to be a proactive strategic planner but to also think and react appropriately * Understanding of high- quality teaching and learning * Ability to produce a high- quality curriculum offer and schemes of work * Ability to lead on a subject/s * Understanding of effective approaches to learning * Ability to develop positive pupil behaviour strategies * Data analysis skills, and the ability to use data to set targets and measure progress * Effective communication and interpersonal skills * Ability to engage and inspire pupils with high quality planning and relevant content * Ability to build rapport with challenging pupils with varying needs * Ability to build effective working relationships   **DESIRABLE**   * Delivery of a blended learning offer * Other skills/interests that could contribute to the curriculum in a vocational or non- GCSE alternative offer |
| **Personal qualities** | **ESSENTIAL**   * Leadership and drive * A commitment to achieving the best outcomes for all pupils and promoting the ethos and values of the academy * Hardworking and flexible * Organised and can forward plan to a budget * A good sense of humour * To have a good level of self- reflection and be able to respond to positive criticism to develop professionally * Ability to work under pressure and prioritise effectively * Ability to maintain resilience and positivity * Commitment to maintaining confidentiality at all times * Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position. |

**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 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 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 [hr@esteemmat.co.uk](mailto:hr@esteemmat.co.uk) to request a copy. Please specify the job vacancy for which you wish to apply.

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: Sunday 11 December 2022 (12 noon)**

**Interview date: TBC**

**We reserve the right to interview suitable candidates upon application and may close the application process prior to this date**

Completed application forms can be returned electronically to the HR team via email to [hr@esteemmat.co.uk](mailto:hr@esteemmat.co.uk)

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

**Private & Confidential: HR Team, Esteem Multi-Academy Trust, Suite 43, Pure Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT**