

**RELIEF**

**INTERVENTION ASSISTANT**

**GRADE: 07 (Point 08)**

**ACTUAL SALARY: £10.94 per hour**

**Contract: Zero hours relief**

**Start Date: September 2022**

**CANDIDATE INFORMATION PACK**

Version: June 2022



**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 Intervention Assistant 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 small, nursery to 19, special school academy 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 challenging behaviour linked to their associated learning difficulties.

We are eager to appoint positive, flexible staff who will support class lessons, engaging and motivating pupils and improve the quality of our pupils learning.

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@peak.derbyshire.sch.uk or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

![A drawing of a face

Description automatically generated]()

Julian Scholefield

Chief Executive Officer

**About Esteem Multi-Academy Trust**

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

Esteem Multi-Academy Trust 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.

**Welcome from the Headteacher**

Dear applicant,

Thank you for your interest in the post of Intervention Assistant at Peak School. I am very pleased that you are considering applying to work in a successful, fun, and innovative school. We are extremely proud of Peak, and it gives us great pleasure to inform you about life at our school. Peak is all about creating a happy and secure learning environment for the children that attend.

Every single member of staff at Peak School brings something special to our school and it is our dedicated team that makes our school so unique, along with the children who attend our school. We pride ourselves very much in working closely with parents to create a happy and successful partnership to enable your child to achieve the very best that they can.

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 midday on 14 July 2022. Interviews for this post will be held week commencing 18 July 2022.

I wish you well in your application.

Yours faithfully,

John McPherson

Headteacher, Peak School

**About Peak School**

We are a small, nursery to 19 Special School Academy 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 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.

Most pupils at Peak work outside the National Curriculum and we are proud to offer an individualised curriculum which is built around our four key areas:

Physical and Movement

Emotional and Expressive Arts

Accessing the World and Communication

Knowledge and Know-how

We are located in a beautiful, rural environment in the village of Chinley, where we make full use of the local amenities and make a point of filling our curriculum with outdoor activities.

We also have a number of specialist on-site facilities and services:

Hydrotherapy Pool

Sensory rooms and Sensory Garden

Fully equipped kitchen / catering learning environment for our post-16 pupils

On site nurse, visiting Physiotherapist and Speech and Language therapist.

Our location in north west Derbyshire, on the edge of the Peak District, means we are also accessible for pupils who may live in Cheshire, Stockport, Tameside (Greater Manchester) and also Sheffield.

We are currently Ofsted rated ‘Good’ – with outstanding for Behaviour and Welfare – and we are working hard to ensure we achieve outstanding results in our next inspection.

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

**The advertisement**

**Job Title:** Relief Intervention Assistant

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

**Grade/Scale:** Grade 07 (Point 08) £10.94 per hour

**Start date:** September 2022

**Contract:** Zero hours relief

We are a small, 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 seeking a positive, flexible and caring individual who is willing to contribute fully to the life of the school and who are committed to safeguarding and promoting the welfare of children and young people.

Reporting directly to the Senior Leadership Team, the ideal candidate will have a Care/Teaching Assistant related qualification/NVQ level 3 or equivalent along with experience of supporting pupils with a variety SEN, including physical needs, behaviour and /or learning difficulties.

Benefits include: LGPS Pension Scheme, Westfield Health cover and free parking.

For further information, please contact Mel Smith, School Business Manager, Peak School, on 01663 750324, via email to [msmith@peak.derbyshire.sch.uk](mailto:msmith@peak.derbyshire.sch.uk) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 14 July 2022 (midday)**

**Interview date: w/c 18 July 2022**

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

**Job description and person specification**

**Job Description: Intervention Assistant**

**Esteem Multi-Academy Trust**

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| **Post Title:** |  | Intervention Assistant |
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| **Location:** |  | Peak School, Buxton Road, Chinley, Derbyshire, SK23 6ES |
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| **Purpose:** |  | * To work under the guidance of teaching/senior staff and within an agreed system of supervision, to support access to learning with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. * The primary focus will be to ensure continued high-quality learning and pupil achievement. |
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| **Reporting to:** |  | Senior Intervention Assistant |
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| **Responsible for:** |  | n/a |
|  |  |  |
| **Liaising with:** |  | Class team, SLT, Parents and Carers |
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| **Working Time:** |  | Zero hours relief contract |
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| **Salary/Grade:** |  | Grade 07 (Point 08) Actual Salary £10.94 per hour |
|  |  |  |
| **Disclosure level** |  | Enhanced |
| **PRINCIPLE RESPONSIBILITIES** | | |
| **To Achieve the Above** |  | The post-holder will be required to demonstrate a high level of flexibility being prepared to work across the school in all Key Stages and with a wide range of children and young people with differing complex needs.  On a daily basis they will be required to report to members of the middle and senior leadership team to establish where the need for cover support is greatest. Their deployment may change as the day and the week progresses.  Although the post is primarily to support lessons in the classroom, there may be times when no cover is required. The following duties may then be undertaken:   * in class support * helping with displays around school * supporting the administration team * supporting administration * lunch duty of a cover lesson * supporting school visits   The post-holder will demonstrate essential professional characteristics, and in particular will:   * Engage and motivate pupils * Improve the quality of pupils’ learning * Inspire trust and confidence in pupils and colleagues * Build team commitment with colleagues and in the classroom * Demonstrate analytical thinking * Demonstrate empathy with and an appreciation of the care needs of pupils   Teaching Assistant Agreed Framework Requirements  In all cases, indicative tasks at the competency level specified within the Teaching Assistant agreed Framework, will be the reference point for the competencies listed below.  PUPIL PROGRESS:   * Be a proactive part of the teaching team, ensuring that all pupils make good or better progress * Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with the teacher, to support pupils’ learning, well-being and progress * Promote the inclusion and acceptance of all pupils within the classroom, school and wider community * Encourage pupils to interact and work co-operatively in learning activities * romote independence and employ strategies to recognise and reward achievement of self-reliance and build self-esteem   PROFESSIONAL PRACTICE:   * Maintain, develop and apply professional knowledge to enable effective teaching and learning support * Share such knowledge with colleagues to improve whole school effectiveness * Promote positive values, attitudes and good 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, mobility, and personal hygiene needs * Understand and apply the principles of good classroom management * Understand and apply a range of appropriate support strategies * Be conversant with the schools safeguarding policy and actively employ said policy in order to keep pupils across school safe * Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.   WHOLE SCHOOL ETHOS   * Where appropriate contribute to the formulation of school policies * Execute school policies * Promote the wider aspirations of the school and MAT * Share in the visions and values of the school and MAT   The appointment is subject to the current conditions of employment for Teaching Assistants contained in the Guidelines of the Derbyshire County Council agreed framework and the Education Act (2002), with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of schools, and any other current applicable legislation. The post-holder 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. |
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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: Intervention Assistant**

**Esteem Multi-Academy Trust**

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| **QUALIFICATIONS AND EXPERIENCE** | | | | |
| **Essential** |  | | * Grade C or above GCSE English (or equivalent). * Grade C or above GCSE Maths (or equivalent). * PROACT-SCIPr-UK trained (or equivalent) * Care/Teaching Assistant related qualification/NVQ level 2 or equivalent (or able to pass this qualification within timescale). | |
| **Desirable** |  | | * Full UK Driving Licence * Behaviour Management training * Level 3 First Aid at Work | |
| **KNOWLEDGE AND ABILITIES** | | | | |
| **Essential** | |  | | * Knowledge of personal care procedures and physical disabilities * Good oral and written communication skills * Good organisational skills * Knowledge and use of Microsoft software and e mail * Ability to maintain accurate records * A commitment to teamwork * Able to form positive relationships * Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classes * Ability to contribute to planning and preparation of lessons and teaching materials, * Ability to contribute to assessment and monitoring of pupil progress (if required). * Energy, optimism, initiative, flexibility and commitment * Hard working * Reliable * Approachable * Enjoy working with others * Personality and sense of humour * Knowledge and awareness of equal opportunities policy and commitment to its implementation * 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 |
| **Desirable** | |  | |  |

**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 2021’ 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 [msmith@peak.derbyshire.sch.uk](mailto:msmith@peak.derbyshire.sch.uk) to request a copy. Please specify the job vacancy for which you wish to apply.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

* Documentary evidence for your right to work in the UK
* Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
* Documentary proof of current name and address i.e. utility bill, financial statement etc.
* Where appropriate, documentation evidencing a name change
* Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

**Closing date for applications: 14 July 2022 (midday)**

**Interview date: w/c 18 July 2022**

Completed application forms can be returned electronically to the HR team via email to [msmith@peak.derbyshire.sch.uk](mailto:msmith@peak.derbyshire.sch.uk)

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

**Private & Confidential: Mel Smith, Peak School, Buxton Road, Chinley, High Peak, Derbyshire, SK23 6ES**