Maltby Redwood Academy

Recruitment Pack



Welcome to Applicants

Thank you for your interest in joining Maltby Redwood Academy. We hope that the information contained within this recruitment pack helps you gain an insight into our academy, our values and the opportunities available to those who join our team.

At Maltby Redwood Academy, we are proud to be a welcoming, inclusive and ambitious primary academy where every child is supported to achieve their very best. As part of Place Partnership, we are united by a shared vision that People Belong, Place Matters, Purpose Lasts. This vision underpins everything we do, shaping the experiences we create for children, families and colleagues alike. We believe that strong relationships, a sense of belonging and a commitment to serving our communities are fundamental to helping every child achieve their full potential.

Our academy is built upon strong relationships, high expectations and a belief that every child can succeed. We provide a caring and nurturing environment where children feel safe, valued and inspired to learn. Through a broad and ambitious curriculum, we aim to develop confident, resilient and responsible learners who are well prepared for the next stage of their educational journey.

We are equally committed to investing in our staff. Joining Maltby Redwood Academy means becoming part of a dedicated and talented team who work collaboratively to secure the very best outcomes for children. Through high-quality professional development, opportunities to work alongside colleagues across the Trust and a culture that values wellbeing and success, we support every member of staff to achieve their professional aspirations.

We are seeking colleagues who share our passion for making a difference, who have high expectations for themselves and others, and who are committed to helping every child reach their full potential.

If you believe you have the skills, enthusiasm and dedication to contribute to our continued success, we would be delighted to hear from you.

Yours sincerely,



Ruth Berry
Principal



About Place Partnership



1. Ossett Academy and Sixth Form College
2. South Ossett Infants Academy
3. Horbury Academy
4. Horbury Primary Academy
5. Middlestown Primary Academy
6. Wath Academy and Sixth Form
7. Sir Thomas Wharton Academy and The Sixth Form Partnership
8. Ravenfield Primary Academy
9. Maltby Redwood Academy
10. Maltby Manor Academy
11. Maltby Lilly Hall Academy
12. Maltby Academy and The Sixth Form Partnership

Place Partnership, established in 2026, comprises 12 academies, supporting children and young people from early years through to Post 16 across South and West Yorkshire. At the heart of our organisation is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. We are dedicated to providing a high-quality education which ensures that every child is given the opportunity to achieve their full potential.

As an employer, we invest in our people through extensive professional learning and development opportunities, a comprehensive wellbeing offer, and a wide range of generous employee benefits.

Our Vision

People belong, **place** matters, **purpose** lasts.

Our Mission

We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.



Our Values

Value Our People
We commit to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters.

Take Pride in Our Place
We care for our communities and work in partnership, so that people feel connected, supported and part of something to be proud of.

Act with Enduring Purpose
We focus on what matters most, our young people, making decisions that stand the test of time.

Staff Benefits

We recognise that our people are our greatest strength. Creating an environment where every colleague feels valued, supported, and able to thrive is one of our core values.

As part of our commitment to staff wellbeing and professional growth, we offer a comprehensive suite of benefits designed to support you at every stage of your career:

- Generous annual leave entitlement for full-time colleagues, rising with length of service.
- A Corporate Paid Healthcare Cash Plan through Westfield Health, with the ability to claim money back for essential healthcare and access a GP 24/7 through Doctorline.
- A competitive salary, incremental progression, and an enhanced pension scheme through either the Teachers' Pension Scheme or the Local Government Pension Scheme.
- An extensive professional learning and development offer, with regular training and development tailored to your role, ambitions, and career stage.
- Apprenticeship pathways which support colleagues to progress into new roles and qualifications while working.
- Family friendly policies, including enhanced maternity, paternity, adoption, and parental leave.
- A collaborative working culture, enabling you to learn from colleagues across the Trust and share best practice.
- Staff recognition programmes celebrating excellence, dedication, and positive impact.
- Supportive, inclusive environments where wellbeing and belonging are prioritised.

Access to Reward Gateway which offers:

- A SmartSpending App, allowing for instant savings on everyday high street brands, including supermarkets.
- Cashback schemes.
- Employee Assistance Programme with 24/7 confidential access to trained counsellors.
- Salary sacrifice schemes including Cycle2Work and SmartTech.
- A wellbeing centre, offering workout videos, healthy recipes, guided meditations, and articles focused on mental, emotional, financial, and physical health.

About Maltby Redwood Academy

- Maltby Redwood Academy is part of Place Partnership, a family of academies working together to improve life chances for children across South and West Yorkshire.
- We are guided by the Trust vision: People Belong, Place Matters, Purpose Lasts.
- We are a welcoming and inclusive primary academy serving children aged 3 to 11 at the heart of the Maltby community.
- We are committed to creating a culture where every child feels valued, supported and empowered to succeed.
- We deliver a broad, ambitious curriculum that develops knowledge, character and aspiration.
- We work hard to maintain high expectations for achievement, behaviour and personal development.
- We invest in our staff through collaboration, professional development and wellbeing support across the Trust.



Ofsted Report 2022

Relationships between staff and pupils are strong. Leaders understand the communities and the families well. Staff, pupils, and parents and carers talk about the family feel of the school.



Staff feel supported and that leaders are conscious of their workload and well-being. They are given time to put into place new initiatives.



School Meals Supervisory Assistant

Location: Maltby Redwood Academy
Salary: Band B, Point 3, £25,614 FTE
Actual Salary: £1467.05 per annum
Contract: 2.5 hours, Term Time + 2 Inset Days, Temporary

About the Role

An exciting opportunity has arisen at **Maltby Redwood Academy** for an exceptional **School Meals Supervisory Assistant** to work with an experienced and highly motivated team of professionals.

Maltby Redwood Academy already has a strong team of professionals delivering high-quality learning in and out of the classroom who work together to achieve our Trust Vision to "Create a Multi Academy Trust where every child, colleague and community feels a strong sense of belonging, pride and purpose. We strive to build an education system that delivers excellent outcomes and creates a lasting, positive impact on the communities we serve". If you feel you would like to be a part of that team and could make a valuable contribution to driving standards and performance to the next level, we would like to hear from you.

A visit to the Academy, so you can meet the team and other key leaders is warmly welcomed, to enable you to discuss the post in more detail.

About You

The successful candidate will be…

- be committed to Place Partnership's Vision and Values and the Academy's Core Learning Characteristics.
- be a driven, proactive, and positive individual with an unwavering commitment to continuously improving their own standards
- have a true growth mindset, exceptional work ethic and a sense of humour.
- be able to communicate effectively and concisely
- be able to work on their own initiative and as part of a team
- have experience and a desire to work with young people
- have the confidence to support behaviour in a positive manner and support students with a wide range of abilities and learning needs
- have the knowledge and experience of the context in which Maltby Redwood Academy operates.

About Place Partnership

Place Partnership
A MULTI-ACADEMY TRUST

This is an exciting opportunity to join a forward-thinking and ambitious organisation, driven by a genuine passion for the wellbeing, care, and education of young people.

Place Partnership was formed in September 2026 following the voluntary merger of two strong and successful Trusts in South and West Yorkshire: Maltby Learning Trust, established in 2014, and Accord Multi Academy Trust, founded in 2016. At the heart of Place Partnership is a commitment to building a culture where people feel valued, take pride in their place, and hold high expectations because everyone matters. At Place Partnership we are dedicated to providing high-quality education which ensures that every child is given the opportunity to achieve their full potential.

We invest in our people through extensive professional learning and development opportunities, and we recognise that our people are our greatest strength. As such, we offer a comprehensive suite of benefits as part of our commitment to wellbeing and professional growth. Here are a few examples of employee benefits that focus on our employees Financial, Physical and Mental Wellbeing:

- Membership to the Local Government Pension Scheme
- Technology scheme via SmartTech*
- Access to an extensive discounts platform via 'Place Plus'
- Access to an industry leading Employee Assistance Programme (EAP)
- 24/7 access to an online GP or Advanced Nurse Practitioner through Corporate Paid Healthcare Cash Plans
- Access to health and wellbeing services, with the ability to claim money back for essential healthcare such as prescriptions, optical and dental care through Corporate Paid Healthcare Cash Plans.
- Cycle to Work Scheme*
- Free, on-site parking at every site
- Trained Mental Health First Aiders in all our settings

**restrictions apply*

For full details of our employee benefit package, please see our recruitment pack.

Further Information

Visits are warmly welcomed and can be arranged. For further details regarding this opportunity, for an informal discussion regarding the role or to arrange a visit, please do not hesitate to contact **Mrs C Hinch** via email chinch@maltbyredwood.com.

Closing Date: Monday 2nd November 2026 at 9:00am

Interviews are expected to take place: Thursday 5th November 2026

Place Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an Enhanced Disclosure and Barring Service (DBS) check and checks of the relevant barred list / prohibition lists.

Place Partnership is committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains high quality colleagues from all backgrounds and across all job roles.

Place Partnership
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Candidates will always be shortlisted based on the content of application against the job description and essential criteria without access to the personal details information.

Based on the quality and quantity of applications received, Place Partnership reserves the right to interview sooner than the specified dates above. Applicants will be notified of this where possible. Therefore, early applications are encouraged.

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Role Description

School Meals Supervisory Assistant

NJC Pay Range:	Band B
Responsible To:	Principal / Vice Principal

Main Purpose of the Post

- To work closely with the class teacher to provide high-quality support for children, including those with special educational needs.

Key Areas of Responsibility

- To establish good relationships with students, acting as a role model and responding appropriately to individual needs.
- To develop specialist (curricular/learning) skills/training/experience to support students.
- To work with the teacher to establish an appropriate learning environment.
- To prepare the classroom as directed for lessons, and clear afterwards, and assist the display of students' work.
- To attend to the student's personal needs and implement related personal programmes including social, health, physical, hygiene, first aid and welfare matters.
- To support the movement and handling of students with disabilities around the Academy site.
- To supervise and support students consistently whilst recognizing and responding to their individual learning needs.
- To participate in the delivery of specific interventions to small groups of targeted students.
- To be aware of student problems/progress/achievements and report to the teacher as agreed.
- To support the teacher in managing student behavior, reporting difficulties as appropriate.
- To gather/report information from and to Parents/Carers as directed.
- To undertake student record keeping as requested.
- To prepare and maintain equipment/resources as directed by the teacher and assist students in their use.
- To attend relevant meetings as required.
- To participate in training and other learning activities including appraisal as required.

Other Considerations Relevant to the Role

- Additional hours may be required to accommodate Emergency Feeding.
- Movement and lifting furniture/moderately heavy items integral to the role.

The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.

This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed.

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Role Description
Supplementary Information

NJC Pay Range:	Band B

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply Academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated workplace policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
- To undertake any duties and reasonable requests that are in keeping within the requirements of this post.

Place Partnership is committed to safeguarding the welfare of children and expect all staff to share this commitment.

This supplementary information forms part of the role description and should be used alongside the role specific information.

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Person Specification

Apprentice Teaching Assistant

	Essential	Desirable
Qualifications and Training	• Good standard of education.	
Experience, Knowledge and Understanding	• Strong communication and interpersonal skills. • Knowledge of safeguarding	
Skills and Attitude	• Ability to build effective working relationships with colleagues. • Ability to stay calm and controlled under pressure and to meet deadlines. • Ability to communicate effectively and concisely. • Experience of engaging with a wide range of people.	
Personal Qualities and Attributes	• Conscientious, confident and reliable. • An advocate for the Academy and Trust	
Commitment	• Commitment to Professional Development and willingness to attend training courses. • Commitment to diversity and equality of opportunity in all working practices. • Commitment to child protection and safeguarding policies and procedures.	

**The postholder is required to ensure they have the appropriate business insurance to meet the requirements of the post.*

Maltby
Redwood Academy

Place
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