



# SPECIALIST TEACHING & LEARNING ASSISTANT

## Day 6 Inclusion Pathways Team (IPT)

Grade: 08 (Point 12-15)

Actual Salary: £10,228 - £11,186 (Pending NJC Pay  
Award 2024-25)

Contract: Permanent, Term Time Only, 16 hours

Location: Chesterfield and High Peak area

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 Specialist Teaching and Learning 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 with the on boarding system of excluded pupils joining the academy. This will take place in off- site locations including their homes. The successful applicant will have the optimism, initiative, flexibility and commitment to the learning and re-engagement of pupils in all year groups from reception to year 11.

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](mailto: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

A handwritten signature in black ink, appearing to read "Julian Scholefield".

Julian Scholefield  
Chief Executive Officer

## About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want more 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 role of STLA 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.

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!

We are rapidly expanding and increasing pupil capacity; hence we are acquiring an additional site for KS3 and 4 pupils in Chesterfield. Successful candidates will be allocated a base at either one of the Chesterfield sites or the High peak site depending on personal location. However, travel throughout the north of the county will be required.

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 inspiring, energetic, flexible and engaging teaching assistant 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 academy can be found on the website at [www.esteemnorthacademy.co.uk](http://www.esteemnorthacademy.co.uk)

Yours faithfully

*Janine Dix*

Headteacher



## The advertisement

**Job Title:** Specialist Teaching and Learning Assistant (IPT)

**Location:** Esteem North Academy (Chesterfield and High Peak area)

**Grade/Scale:** Grade 8 (points 12-15) Actual Salary £10,228 - £11,186 (Pending NJC Pay Award 2024-25)

**Start date:** ASAP

**Contract:** 16 hours per week (days negotiable), Term Time Only, permanent

The academy provides statutory education to children who are at risk of, or have been, permanently excluded. Pupils who attend the academy have challenging and often complex needs and may exhibit behaviours that prevent them from attending a mainstream school. We are the provider of choice for the Derbyshire Local Authority and all excluded pupils come to roll at day 6 of the exclusion.

Esteem North Academy is seeking a flexible, organised and highly skilled Specialist Teaching and Learning Assistant to contribute to the day 6 Inclusion Pathways Team (IPT). This role involves welcoming of new pupils to the academy and completion of our onboarding assessment system before pupils are allocated with a site timetable. This work takes place in pupil's homes and so empathy and excellent communication skills are essential. Candidates will be required to travel and lone work for this role and cover the north of Derbyshire depending on when and where pupils are excluded and come to roll. The role will also involve delivery of academic work on a 1:1 basis in the pupil's home or off-site locations. You may be expected to deliver English, Maths and Personal Social Development sessions to a caseload of pupils. Caseloads will be constantly changing as new pupils come to roll and await a site space. Candidates will set their own diary and must be extremely organised and flexible. You may also be required to transport pupils to visit other off-site alternative provisions or transport to site for induction visits. Where feasible, support for reintegration to a new mainstream school would also be arranged.

This role may also involve a caseload allocation to support the Bespoke pathways Team of home tutoring, if caseload numbers allow this and are a necessity. Safe and well visits to pupil's will also be vital to supporting the pastoral team where pupils have not attended.

The role will have an allocated base where mileage will be calculated from. Mileage is claimed for this role monthly in arrears. There may be travel to our other academy sites for meetings, inset and CPD. You are required to have daily access to transport with business use included on your car insurance before you begin the role. You may be required to transport pupils in your own car. Home to base mileage cannot be claimed for.

Benefits include: LGPS Pension Scheme, Westfield Health membership, academy laptop.

For further information, please contact [support@esteemnorthacademy.co.uk](mailto: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: 01 December 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: Specialist Teaching & Learning Assistant (IPT) Esteem Multi-Academy Trust

<b>Post Title:</b>	Specialist Teaching & Learning Assistant (IPT)
<b>Location:</b>	Esteem North Academy
<b>Purpose:</b>	<p>To complete our on boarding process for new pupils into the academy</p> <p>To provide bespoke education packages to the pupils at off- site locations and their homes on a one to one basis</p> <p>To ensure that pupils have access to English, maths and Personal, Social Development education at home whilst a site place is being arranged</p> <p>To ensure that pupils can achieve their qualifications</p> <p>To ensure that pupils are physically seen and are safe and well</p> <p>To work with other team members, agencies and parents/carers in a supportive and professional manner to best meet the needs of individual pupils</p> <p>To support with re-integrations to new schools</p>
<b>Reporting to:</b>	Deputy Headteacher and IPT Teachers
<b>Responsible for:</b>	Pupil onboarding, learning, engagement and welfare
<b>Liaising with:</b>	Teachers, other STLAs, Parents and carers of pupils, SLT, pastoral team, careers and work experience lead, phonics assistant, site leads, other school staff
<b>Working Time:</b>	16 hours per week, term time only (39 weeks)
<b>Salary/Grade:</b>	Grade 08 (Point 12-15) Actual Salary £10,228 - £11,186 (Pending NJC Pay Award 2024-25)
<b>Disclosure level</b>	Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To achieve the above</b>	<p>DUTIES AND RESPONSIBILITIES - SPECIFIC</p> <ul style="list-style-type: none"> <li>• Complete our on boarding process to the academy including assessments and meet and greet at home</li> <li>• Tutor pupils on a 1:1 basis in off -site locations or their homes based on need</li> <li>• Have a caseload of pupils and take responsibility for their English, maths and PSHRE work. This is likely to be at entry level, Functional skill or low level GCSE</li> <li>• Support pupils with online learning, the set- up of this and ensure they can access it</li> <li>• Be a keyworker for your caseload of pupils</li> <li>• Contribute to the reporting of the progress made by your pupils</li> <li>• Complete exams with pupils where required</li> <li>• Be aware of any pupils with EHCPs and their required learning needs</li> <li>• Contribute to the production of pupil information packs (PIPs) and ILPs where required</li> <li>• Address targets identified in any EHCP's</li> <li>• Diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of pupil behaviour</li> </ul>



- Ensure safekeeping of all teaching resources and equipment
- Promote and reinforce pupils' self-esteem, independence and participation within the school and wider community
- Work as a flexible, collaborative team member with and under the guidance of a variety of teaching staff
- Be sensitive to the issues surrounding pupils who may exhibit challenging behaviour, are disaffected, have learning difficulties and complex needs
- Transport pupils to visit school site, work experience placements, APs or to visit new schools for reintegration
- Support with reintegration plans for pupils inducting into new schools where required
- Safeguard pupils at all times and communicate with the pastoral team
- Liaise with pupil's families and all agencies working with the pupil
- Provide reports or attend related agency meetings for your pupils where required
- Ensure that your pupils are safe and well and follow attendance guidelines with regards education. Carry out safe and well visits requested for other pupils in the academy where necessary
- Undertake other duties identified by the Headteacher within the general description and responsibilities of the post

**DUTIES AND RESPONSIBILITIES - GENERAL**

- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- Use information technology and associated systems in accordance with academy policies
- Comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- Carry out the duties and responsibilities of the post in compliance with the Trust's equal opportunities and environment policies
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of the responsibilities of the post

**Other Generic Responsibilities:**

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- Ensure pupil and staff safety and safeguarding at all times
- To 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 Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification: Specialist Teaching & Learning Assistant (IPT)

### Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
<b>Essential</b>	<ul style="list-style-type: none"> <li>GCSE (or equivalent) Maths and English.</li> <li>Recent inset experience</li> <li>Of working with pupils who exhibit challenging behaviour and are disaffected.</li> <li>Of supporting with the delivery of Maths and English at entry level, functional skill or low- level GCSE</li> <li>Driving licence and business insurance</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Of an off-site/small educational setting.</li> <li>Of an alternative educational setting other than mainstream</li> <li>Of previous one to one delivery</li> <li>Of peripatetic working</li> <li>Of lone working</li> <li>Of working closely with families in their homes</li> </ul>
KNOWLEDGE AND ABILITIES	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Ability to deliver Maths, English and PSHE at low level following a scheme of work towards a qualification</li> <li>Of safeguarding and child protection policies and procedures</li> <li>A wide variety of behaviour management strategies and techniques</li> <li>Of confidentiality/data protection issues</li> <li>Of the use of ICT (ie word processing, e-mail and internet capabilities)</li> <li>Of how to contribute to the provision of a safe and supportive environment</li> <li>Ability to diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of pupil behaviour</li> <li>A good team worker who can work in a collaborative manner under the direction of a variety of teaching staff</li> <li>Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post.</li> <li>Promote and reinforce pupils' self-esteem, independence and participation within the educational setting.</li> <li>Excellent verbal and written communication skills and a good standard of numeracy</li> <li>Ability to work flexibly and set your own diary making the best use of time</li> <li>Equal opportunities - Knowledge of policy as it relates to the performance of duties</li> <li>Of the complex difficulties facing pupils in their learning situations</li> <li>Of basic Health and Safety issues</li> <li>Knowledge of adapting work for pupils to ease access and meet learning needs</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Of online learning packages such as BKSB</li> <li>Ability to contribute to pupil ILPs and Annual Reviews</li> <li>Ability to assist in Assessment, Recording and Reporting procedures as required</li> <li>Of the permanent exclusion process</li> <li>Knowledge of anger management or counselling techniques that can be used to support pupils</li> <li>Knowledge of delivering phonics to pupils or developing literacy sessions</li> </ul>

	<ul style="list-style-type: none"> <li>• Of producing risk assessments for pupils</li> <li>• Of lone working and transporting pupils</li> <li>• Of Functional Skill exam completion</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Energy, optimism, initiative,</li> <li>• Flexibility</li> <li>• Hard working</li> <li>• Reliable</li> <li>• Approachable</li> <li>• Enjoy working with others</li> <li>• Resilient</li> <li>• Quick thinking to problem solve</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>• Knowledge and awareness of equal opportunities policy and commitment to its implementation</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• Committed to safeguarding and promoting the welfare of children and young people on a daily basis.</li> <li>• Commitment to raising standards of academic and personal achievement</li> <li>• Patient, tactful and approachable</li> <li>• Flexible approach to tasks and workload</li> <li>• Own car and business use insurance</li> </ul>

## Safeguarding and checks

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

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each 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 2024' 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 may be sought from current and previous employers for information to verify experience or qualifications prior to interview for selected candidates. 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: 01 December 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](mailto: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. All applicants are advised to visit a site to discuss the role prior to application. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.