North East Derbyshire AP Academy

SPECIALIST TEACHING & LEARNING ASSISTANT

(Maternity Cover)

GRADE: 08 (Points 12-15)
ACTUAL SALARY: £19,909 to £21,999
Contract: 37 hours per week, term time only
Fixed Term Contract – 1 year
Start Date: asap

CANDIDATE INFORMATION PACK

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Version: Feb 2021

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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

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Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Specialist Teaching & Learning 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 AP Academy provides programmes of education to students 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 seeking a flexible, committed, enthusiastic and highly skilled Specialist Teaching and Learning Assistant, to be based at our High Peak site.

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 Matt Morris, Headteacher, on 01246 237640, via email to mmorris@nedsc.derbyshire.sch.uk or visit our website at 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

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.

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Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the post of Specialist Teaching & Learning Assistant at North East Derbyshire AP Academy. I am very pleased that you are considering applying to work at our Academy.

The North East Derbyshire AP (alternative provision) Academy provides education to students who are at risk of permanent exclusion or who have already been permanently excluded from mainstream education. Our provision caters for students in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

Whilst the majority of our students have been permanently excluded, we work closely with local school clusters and the local authority to provide education opportunities to young people who are at risk of exclusion. Such placements have been highly successful in preventing numerous permanent exclusions in Derbyshire.

We are committed to working in partnership with young people, their parents and carers, their schools and other agencies to re-engage and enable them to become successful learners and responsible citizens. Where students are able to demonstrate positive behaviour and a desire to achieve, we aim to help them transition back to mainstream school. For those who require a more alternative approach, we provide a balanced and varied curriculum, delivered through high quality teaching and learning.

Alternative Provision is not a last resort for young people. For some it is the most appropriate way to meet their needs and put them back on a pathway to success.

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 NED APA students.
- professional and continuous training programmes and a supportive career progression.
- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- A range of health and wellbeing services through Westfield Health
- 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 12 November 2021.

Interviews for this post will be held w/c 15 November 2021.

I wish you well in your application.

Yours faithfully,

Matt Morris
Headteacher
North East Derbyshire AP Academy

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About North East Derbyshire AP Academy

The North East Derbyshire AP Academy provides programmes of education to students 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.

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"

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

Further information about our academy can be found on the website at www.nedsc.derbyshire.sch.uk

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The advertisement

Job Title: Specialist Teaching & Learning Assistant (Maternity cover)

Location: High Peak Site, High Street, Chapel-en-le-Frith, SK23 0HD

Grade/Scale: Grade 08 (Point 12-15) Actual Salary £19,909 to £21,999

Start date: asap

Contract: 37 hours per week, term time only (39 weeks) 1 year Fixed Term Contract

North East Derbyshire AP Academy is seeking a flexible, committed, enthusiastic and highly skilled Specialist Teaching and Learning Assistant, to be based at our High Peak site.

The school provides statutory education to children who have been, or who are at risk of becoming, permanently excluded from mainstream school. Pupils who attend the school have challenging and often complex needs, and exhibit behaviours that prevent them from attending a mainstream school.

The successful candidate will inspire, motivate, and support pupils to reach their full potential, by providing stability within a nurturing environment. Successful candidates will support the delivery of core teachers and work independently with young people in small groups or on a one-to-one basis. The role will require preparing and adapting to meet the academic, social and emotional needs of young people. Strong behaviour management skills are essential to this post.

Applicants should have good knowledge and experience of working with disaffected pupils in a school setting, especially at KS3 and KS4. An affinity for pupils with behaviour, emotional and social difficulties is an essential quality for this challenging but rewarding opportunity. Applicants should be resilient, have high expectations, and a sense of humour.

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

For further information, please contact Matt Morris, North East Derbyshire AP Academy Headteacher, on 01246 237640, via email to mmorris@nedsc.derbyshire.sch.uk or visit our website at www.esteemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website and specify the role applied for; CVs alone will not be accepted.

Closing date for applications: 12 November 2021 (midday)
Interview date: w/c 15 November 2021

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.

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Job description and person specification

Job Description: Specialist Teaching & Learning Assistant
Esteem Multi-Academy Trust

Post Title:		Specialist Teaching & Learning Assistant (Maternity cover)
Location:		High Peak Site, High Street, Chapel-en-le-Frith, SK23 0HD
Purpose:		To provide support and intervention to pupils on and off site who are disaffected and/or have behavioural, emotional, social and learning difficulties, and enable them to develop positive relationships with others. Support the delivery of the curriculum to ensure that pupils realise their full potential both socially and academically. To work with other team members, agencies and parents/carers in a supportive and professional manner to best meet the needs of individual pupils.
Reporting to:		Site Lead
Responsible for:		Allocated Teaching Assistants and Volunteers
Liaising with:		Team members, Agencies, Parents and carers of pupils
Working Time:		37 hours per week, term time only (39 weeks) 1 year fixed term contract
Salary/Grade:		Grade 08 (Point 12-15) Actual Salary £19,909 to £21,999
Disclosure level		Enhanced
PRINCIPLE RESPONSIBILITIES		
To achieve the above		DUTIES AND RESPONSIBILITIES - SPECIFIC • Plan and deliver interventions and aspects of the curriculum in consultation with other STLAs, Core Teachers and the Site Lead. • Cover episodes of learning in the absence of Core Teachers and other Specialist Teaching and Learning Assistants • Report on the progress made by pupils • Provide opportunities for small group work, and individual support in addressing targets identified in IEPs, Statements of Special Educational Needs, and EHCP's • Support curriculum delivery, and develop learning support materials and resources for individuals and small groups in collaboration with teaching staff • Undertake baseline testing and assessment • Contribute to pupil Records of Achievement, IEPs and Annual Reviews and participate in multi-disciplinary case conferences/reviews as directed by the Site Lead

		• Support small groups and individual pupils with basic literacy, numeracy and other areas of the curriculum • Provide supervision for pupils at break and lunchtime as required • Contribute towards the provision of a safe and supportive environment • Diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of pupil behaviour • Ensure safekeeping of all teaching resources and equipment • Support pupils on off-site visits • Display pupil work appropriately • Promote and reinforce pupils' self-esteem, independence and participation within the school and wider community • Travel to other sites and schools in the local area as required • Undertake home visits as necessary and appropriate under the direction of the Site Lead • Work as a flexible, collaborative team member with and under the guidance of a variety of teaching staff which may include travelling and working at other sites within the School • Be sensitive to the issues surrounding pupils who may exhibit challenging behaviour, are disaffected, have learning difficulties and complex needs • 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 school 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
- 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 Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

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Person Specification: Specialist Teaching & Learning Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		• GCSE (or equivalent) Maths and English. • NVQ Level 3 in a child care subject or working towards achieving a level 3 (or equivalent) • Recent inset experience • Of working with students who exhibit challenging behaviour and are disaffected. • Of developing learning support materials for students with SEN and working 1:1 or with small groups. • Of undertaking baseline testing/assessments with individuals or small groups and assisting with recording and reporting procedures.
Desirable		• Of an off-site/small educational setting.
KNOWLEDGE AND ABILITIES		
Essential		• Of safeguarding and child protection policies and procedures • A wide variety of behaviour management strategies and techniques. • Of confidentiality/data protection issues. • Of the use of ICT (ie word processing, e-mail and internet capabilities) • Of how to contribute to the provision of a safe and supportive environment • Ability to diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of student behaviour. • A good team worker who can work in a collaborative manner under the direction of a variety of teaching staff. • Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post. • Promote and reinforce students' self-esteem, independence and participation within the educational setting. • Excellent verbal and written communication skills and a good standard of numeracy. • Ability to work flexibly. • Equal opportunities - Knowledge of Derbyshire County Council Policy as it relates to the performance of duties
Desirable		• Of the complex difficulties facing students in their learning situations. • Of basic Health and Safety issues. • Ability to contribute to student Records of Achievement, IEPs and Annual Reviews and to participate in multi-disciplinary case conferences/reviews as directed by senior management. • Ability to assist in Assessment, Recording and Reporting procedures as required by Senior Teachers and the Head of Centre.

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 2020' 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 or you can email hr@esteemmat.co.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: 12 November 2021 (midday)
Interview date: w/c 15 November 2021

Completed application forms can be returned electronically to the HR team via email to applications@nedsc.derbyshire.sch.uk

If you wish to submit your application form by post, please return it to the following address:
Private & Confidential: Matt Morris, North East Derbyshire AP Academy, The Green, Hasland, Chesterfield, Derbyshire, S41 0LN