



# PERIPATETIC SPECIALIST TEACHING & LEARNING ASSISTANT x2

**37 HOURS A WEEK, 39 WEEKS PER YEAR**

**GRADE 8 (POINT 12-15)**

**ACTUAL SALARY: £21,999 - £24,175**

## CANDIDATE INFORMATION PACK



## What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher
- About Amber Valley & Erewash Support Centre
- 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 peripatetic Specialist Teaching and Learning Assistant presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

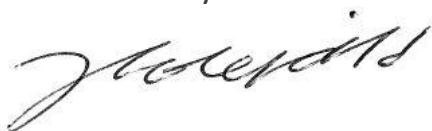
We are eager to appoint an experienced, talented and enthusiastic peripatetic Specialist Teaching and Learning Assistant with excellent interpersonal skills to work with the Alternative Provision Team at the Amber Valley & Erewash Support Centre.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Kay Pilkington, School Business Manager, on 0115 850 0826 or via email to [kpilkington@avesc.derbyshire.sch.uk](mailto:kpilkington@avesc.derbyshire.sch.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. 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 has grown from seven to 11 academies within its first 18 months and now includes 7 special schools and 3 support centres (PRUs) and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). 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 our collective efforts will achieve a better outcome than we can as individual schools. 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

Welcome to Amber Valley and Erewash Support Centre and thank you for showing an interest in our academy.

The Amber Valley and Erewash Support Centre is a pupil referral unit providing 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 Ilkeston, Kirk Hallam, Sawley and Chesterfield.

Our Academy has approximately 130 pupils on roll and is split over four key teams:

- KS4 Site at Sawley
- KS2/3 Site at Bennerley
- Alternative Provision at Kirk Hallam and North Derbyshire

We are committed to working in partnership with young people, their parents and carers, their schools and other agencies to re-engage them 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 good quality teaching and learning.

We are looking to recruit an experienced professional to join our academy to support our vulnerable students who are on roll with the Alternative Provision team. Many students engage with bespoke packages and as part of the role, you will be required to take students to visit other off site alternative provisions.

The successful candidate will be required to offer support by delivering off-site peripatetic education to pupils in their homes or other suitable public venues. Whilst the core skills of English and Maths will be the focus, PSHE, Citizenship and Careers will also be delivered.

Mileage is paid for, and applicants are therefore required to have access to transport and business use included on their car insurance.

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.

We look forward to welcoming you.

Yours sincerely,

Kevin Wildrienne  
Interim Headteacher

## The advertisement

**Job Title:** Peripatetic Specialist Teaching & Learning Assistant x2

**Location:** Alternative Provision (North Team), Station Road, Barrow Hill, Chesterfield

**Start Date:** ASAP

**Grade/Scale:** 8 (Point 12-15) £21,999 - £24,175

**Contract:** 37 hours per week / 39 weeks per year

We are seeking an experienced, talented and enthusiastic Peripatetic Specialist Teaching and Learning Assistant with excellent interpersonal skills to work with the Alternative Provision Team at the Amber Valley & Erewash Support Centre. The successful candidate will work peripatetically providing one-to-one tuition and support to students in their homes. The successful candidate will also support students with their alternative provision placements which will include arranging and taking students to visit potential alternative provision providers.

Reporting directly to the Assistant Headteacher, the ideal candidate will inspire, motivate, challenge and support students to reach their full potential, have a good understanding of their academic, social and emotional needs, be a team player and have a positive approach to challenge and change. They should also have good knowledge and experience of working with disaffected students in a school or alternative provision type setting, especially at KS4. An affinity for students with behaviour, emotional and social difficulties is an essential quality for this challenging but rewarding opportunity.

Benefits include: Local Government Pension Scheme, 37 hours per week, Staff Welfare Scheme and free parking.

For further information, please contact Kay Pilkington, School Business Manager, on 0115 850 0826 or via email to [kpilkington@avesc.derbyshire.sch.uk](mailto:kpilkington@avesc.derbyshire.sch.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted. Previous applicants need not apply. Please note we may appoint the suitable candidate prior to the closing date.

**Closing date for applications: 31 May 2023 (23:59)**

**Interview date: TBC**

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: Peripatetic Specialist Teaching and Learning Assistant

<b>Post Title:</b>	Peripatetic Specialist Teaching and Learning Assistant
<b>Location:</b>	Alternative Provision (North Team). The office is based at Station Road, Barrow Hill, Chesterfield. Please note this is a peripatetic role that requires the postholder to travel around the county working with children in their homes.
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To help and support students: <ul style="list-style-type: none"> <li>Who are disaffected and/or have behavioural, emotional, social and learning difficulties, and enable them to develop positive relationships with others</li> <li>To realise their full potential both socially and academically</li> </ul> </li> <li>To support core and specialist teachers in the delivery of the curriculum</li> <li>To liaise with other team members, agencies and parents/carers in a supportive and professional manner</li> <li>To ensure the safeguarding and wellbeing of students</li> </ul>
<b>Reporting to:</b>	Assistant Headteacher – Site Lead/Headteacher
<b>Responsible for:</b>	None
<b>Liaising with:</b>	Assistant Headteacher/Headteacher/ APT North & South Team/Social Care and other relevant outside agencies
<b>Working Time:</b>	Hours can either be 08:30 – 16:30 Mon-Thurs, 08:30 – 16:00 Friday or 09:00 – 17:00 Mon-Thurs, 09:00 – 16:30 Friday
<b>Salary/Grade:</b>	Grade 8 £21,999 - £24,175
<b>Disclosure level</b>	Enhanced
<b>Principal Responsibilities</b>	
<b>To Achieve the Above</b>	<ul style="list-style-type: none"> <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, PSHE, Citizenship and Careers work.</li> <li>Support pupils with online learning, including setting up and ensuring access to this</li> <li>Baseline pupils to discover working levels in reading, spelling, English and Maths</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>Be aware of any pupils with EHCPs and their required learning needs</li> <li>Contribute to the production of pupil information packs (PIPs) for your allocated pupils</li> <li>Target set for your pupils and set ILP targets 3x per year in conjunction with the head of site</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> <li>Ensure safekeeping of all teaching resources and equipment</li> <li>Promote and reinforce pupils' self-esteem, independence and participation within the school and wider community</li> <li>Work as a flexible, collaborative team member with and under the guidance of a variety of teaching staff</li> <li>Provide reports or attend related agency meetings for your pupils</li> </ul>



	<ul style="list-style-type: none"> <li>• Ensure that your pupils are safe and well and follow attendance guidelines with regards to education</li> <li>• Be sensitive to the issues surrounding pupils who may exhibit challenging behaviour, are disaffected, have learning difficulties and complex needs</li> <li>• Transport pupils to visit school site, work experience placements or Aps</li> <li>• Liaise with pupil's families and all agencies working with the pupil</li> <li>• Undertake other duties identified by the Headteacher within the general description and responsibilities of the post</li> </ul>
<b>To achieve the above</b>	<ul style="list-style-type: none"> <li>• To ensure safekeeping of all teaching resources and equipment</li> <li>• To 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 Support Centre cluster</li> <li>• To undertake other duties identified by the Assistant Headteacher/Headteacher within the general description and responsibilities of the post</li> </ul>
<b>Other Generic Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>• 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</li> <li>• 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</li> </ul>	



## Person Specification: Peripatetic Specialist Teaching & Learning Assistant

### 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> </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 peripatetic working</li> </ul>
KNOWLEDGE AND ABILITIES		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Sensitivity to the problems of young people who exhibit challenging behaviour and are disaffected</li> <li>• Ability to deliver maths and English 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 differentiating work for pupils to ease access according to 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 by Teachers and the Assistant Headteacher.</li> </ul>

		<ul style="list-style-type: none"> <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> <li>• Of producing risk assessments for pupils</li> <li>• Of lone working and transporting pupils</li> </ul>
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#### **Driving Licence**

Postholder must hold a valid and current driving licence with business insurance

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.

## 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 2022' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken. Online checks may be carried out as part of the shortlisting process. The Trust has considered its duties under the Equality Act 2010 as well as good practice in recruitment and can confirm that the sole purpose of any such online checks will be for the purposes of compliance with Keeping Children Safe in Education. In the event that any issue identified as a result of the online check were to mean that an offer was not potentially made to an applicant, they would be given the opportunity to address any concerns arising out of this.

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>.

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: 31 May 2023 (23:59)**

**Interview date: TBC**

For further information, please contact Kay Pilkington, School Business Manager, on 0115 850 0826 or via email to [kpilkington@avesc.derbyshire.sch.uk](mailto:kpilkington@avesc.derbyshire.sch.uk) or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted. Previous applicants need not apply. Please note we may appoint the suitable candidate prior to the closing date.