



**Amber Valley  
& Erewash  
Support Centre**

# **SPECIALIST TEACHING & LEARNING ASSISTANT x 2**

**GRADE: 08 (Point 12-15)**

**ACTUAL SALARY £19,909 to £21,999 per annum**

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

**FTC 1 Year (pending review)**

**Start Date: Asap**

## **CANDIDATE INFORMATION PACK**



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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

## Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Specialist Teaching & Learning Assistant positions present a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

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.

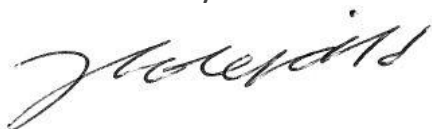
We are eager to appoint experienced, talented and enthusiastic Specialist Teaching and Learning Assistants with excellent interpersonal skills to work with the Alternative Provision Team at the Amber Valley & Erewash Support Centre.

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 Kay Pilkington, School Business Officer on 0115 850 0820, via email to [kpilkington@avesc.derbyshire.sch.uk](mailto:kpilkington@avesc.derbyshire.sch.uk) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield  
Chief Executive Officer

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## 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,

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

As a result of our recently successful OFSTED we now wish to further strengthen our educational offering with 2 Specialist Teaching and Learning Assistants.

Do you capture the imagination of young people? Do you do wonderful things to support teaching and learning? Are you prepared to deliver interventions to support other aspects of the curriculum? If so, we want to hear from you!

The role of Specialist Teaching and Learning Assistant is a pivotal one. You will need the ability to:

- Capture and hold a pupil's interests
- Drive pupils and support learning every day
- Motivate and enthuse
- Sympathetically communicate
- Understand their challenges and difficulties
- Be authentic and real

You will be expected to 'muck in' with all aspects of the school day and beyond. In return we will provide you with great leadership, great pupils and many opportunities to undertake a full range of CPD.

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 31 October 2021 with interviews being held on 05 November 2021.

We look forward to welcoming you.

Yours sincerely,

Tom England  
Headteacher

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## About Amber Valley & Erewash Support Centre

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 160 pupils on roll and is split over four key teams:

- Alternative Provision
- KS4 Site at Sawley
- KS3 Site at Bennerley
- KS2/3 Site at Kirk Hallam

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 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.

Whilst for many, a pupil referral unit may seem to be the end of one's academic career, we see it as merely a change in direction.

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

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## The advertisement

**Job Title:** Specialist Teaching & Learning Assistant x 2

**Location:** Alternative Provision (North Team), Station Road, Barrow Hill, Chesterfield  
Alternative Provision (South Team), Bennerley Avenue, Ilkeston

These posts are peripatetic and are not office based.

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

**Start date:** asap

**Contract:** 37 hours per week, 39 weeks per year, 1 year Fixed Term (Pending Review)

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.

We are seeking two experienced, talented and enthusiastic Specialist Teaching and Learning Assistants with excellent interpersonal skills to work with the Alternative Provision Team at the Amber Valley & Erewash Support Centre. The successful candidates will work peripatetically providing one-to-one tuition and support to students in their homes. The successful candidates 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 – Site Lead, the ideal candidates 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 Teachers Pension Scheme, Westfield Health membership and free parking.

For further information, please contact Kay Pilkington, School Business Officer on 0115 850 0826, via email to [kpilkington@avesc.derbyshire.sch.uk](mailto:kpilkington@avesc.derbyshire.sch.uk) or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website; CVs alone will not be accepted.

**Closing date for applications: 31 October 2021 (midday)**

**Interview date: 05 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.



## Job description and person specification

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

<b>Post Title:</b>		Specialist Teaching & Learning Assistant
<b>Location:</b>		Alternative Provision (North Team). The office is based at Station Road, Barrow Hill, Chesterfield. Alternative Provision (South Team). The office is based at Bennerley Avenue, Cotmanhay, Ilkeston, Derby. <b>Please note these are peripatetic roles that require the postholder to travel around the county working with children in their homes.</b>
<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> </ul> <p>To ensure the safeguarding and wellbeing of students</p>
<b>Reporting to:</b>		Assistant Headteacher – Site Lead/Headteacher
<b>Responsible for:</b>		N/a
<b>Liaising with:</b>		Assistant Headteacher/Headteacher/ APT North & South Team/Social Care and other relevant outside agencies
<b>Working Time:</b>		37 hours per week (08:30 – 16:30 or 09:00 – 17:00) 39 weeks per year
<b>Salary/Grade:</b>		Grade 08 (Point 12-15) Actual Salary £19,909 to £21,999 per annum
<b>Disclosure level</b>		Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>		
<b>To achieve the above</b>		<ul style="list-style-type: none"> <li>To be sensitive to the issues surrounding students who may exhibit challenging behaviour, are disaffected, have learning difficulties and complex needs</li> <li>To undertake baseline testing and assessment</li> <li>To provide opportunities for individual support in addressing targets identified in IEP's, Statements of Special Educational Needs, and EHCP's</li> <li>To support individual students with literacy, numeracy and other areas of the curriculum</li> <li>To promote and reinforce students' self-esteem and independence</li> <li>To support students on visits to alternative provision placements</li> </ul>



		<ul style="list-style-type: none"> <li>• To undertake home visits as necessary and appropriate under the direction of the Assistant Headteacher/Headteacher</li> <li>• To develop learning support materials and resources for individual and small groups in collaboration with teaching staff</li> <li>• To assist in Assessment, Recording and Reporting procedures as required by teaching staff and the Assistant Headteacher/Headteacher</li> <li>• To contribute to pupil Records of Achievement, IEP's and Annual Reviews and participate in multi-disciplinary case conferences/reviews as directed by the Assistant Headteacher/Headteacher</li> <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>
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#### **Other Generic Responsibilities:**

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification: 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>NVQ Level 3 in a childcare subject or working towards achieving a Level 3 (or equivalent)</li> <li>Of working with students who exhibit challenging behaviour and are disaffected</li> <li>Of developing learning support materials for students with SEN and working 1:1 or with Intervention groups.</li> <li>Of undertaking baseline testing/assessments with individuals or small groups and assisting with recording and reporting procedures.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>Recent inset experience</li> <li>Of an off-site/small educational setting</li> </ul>
KNOWLEDGE AND ABILITIES		
<b>Essential</b>		<ul style="list-style-type: none"> <li>Of the complex difficulties facing students in their learning situations</li> <li>A good standard of literacy and numeracy to effectively support students with their learning</li> <li>A wide variety of behaviour management strategies and techniques</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>Of confidentiality/data protection issues</li> <li>Ability to diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of student behaviour</li> <li>Sensitivity to the problems of young people who exhibit challenging behaviour and are disaffected</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 students' self-esteem, independence and participation within the site community.</li> <li>Excellent verbal and written communication skills</li> <li>Excellent organisational skills and the ability to resolve issues rapidly and independently when required.</li> <li>To have a flexible approach to assisting in cross phased curriculum support</li> <li>Ability to work flexibly and occasionally to travel and work at other sites within the Support Centres.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>Of basic Health and Safety issues</li> <li>Of safeguarding thresholds and procedures</li> <li>Ability to assist in Assessment, Recording and Reporting procedures as required by teachers and the Assistant Headteacher – Site Lead/Headteacher</li> </ul>

		<ul style="list-style-type: none"> <li>Ability to contribute to student Records of Achievement, IEPs and Annual Reviews and to participate in multi-disciplinary case conferences/reviews as directed by the Assistant Headteacher – Site Lead/Headteacher</li> </ul>
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## 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.

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## Application process and timeline

Application forms are available on our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam) or you can email [kpilkington@avesc.derbyshire.sch.uk](mailto:kpilkington@avesc.derbyshire.sch.uk) to request a copy. Please specify the job vacancy for which you wish to apply.

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

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

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

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

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

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

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

**Closing date for applications: 31 October 2021 (midday)**

**Interview date: 05 November 2021**

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

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

**Private & Confidential: Kay Pilkington, School Business Officer, Amber Valley & Erewash Support Centre, Bennerley Avenue, Cotmanhay, Ilkeston, DE7 8PF**