



# TEACHING & LEARNING ASSISTANT

**Grade: 07 (Point 08-11)**

**Actual Salary: £21,462 - £23,628**

**Contract: Permanent, Term Time Only, 37 hours  
maximum**

**Location: Hasland site or New Chesterfield site**

**Start Date: Not before January 2024**

## 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 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 the Academy with the learning of disaffected pupils. The successful applicant will have energy, optimism, initiative, flexibility and commitment to the learning and engagement of pupils at KS3 and 4.

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@nedsc.derbyshire.sch.uk](mailto:support@nedsc.derbyshire.sch.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, which appears to read "Julian Scholefield".

Julian Scholefield  
Chief Executive Officer



## About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve 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 850 staff. The total revenue budget for the MAT is approximately £27 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies, a Day 6 Provision, 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.



## Welcome from the Headteacher

Dear applicant,

Thank you for your interest in the role of Teaching and Learning Assistant 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. Our primary aged site is located at Barrow Hill, Chesterfield and we have two KS3/4 sites, one in Hasland, Chesterfield and one 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 spring 2024. This site will also offer education to pupils in KS3 and 4. This new site will be based in the Chesterfield area. This post is available at the Hasland site and also the new site for when it is ready to open.

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 person with a passion for working with disaffected pupils and can contribute to a small staffing team then we may be the academy for you!

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

Yours faithfully

*Janine Dix*

Headteacher



## The advertisement

**Job Title:** Teaching and Learning Assistant

**Location:** Esteem North Academy (Hasland site or the new site in the Chesterfield area)

**Grade/Scale:** Grade 07 (Point 08-11) Actual Salary £21,462 - £23,628 for full time

**Start date:** not before January 2024

**Contract:** 37 hours per week, Term Time Only, permanent

Esteem North Academy is seeking flexible, committed and enthusiastic Teaching and Learning Assistants to assist either permanently excluded pupils, or those at risk of exclusion, with learning and engagement at one of our Chesterfield sites.

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 exhibit behaviours that prevent them from attending a mainstream school. You will be allocated to a tutor group. The role will involve supporting pupils in lessons to engage in their learning and supporting pupils at break and lunch times. This role will involve working with small groups of pupils in class as directed by the class teacher or site lead. Classes are small with around 10 pupils. There will be approximately up to 60 pupils on roll at this new site over time. This new site will open with a new staffing team and therefore your ability to cooperate as a team player is essential.

Applicants should have good knowledge and experience of working with disaffected pupils in a school or other alternative setting. 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. You must be able to build positive relationships with our pupils and think outside of the box. You will be responsible for contributing to a small staffing team to ensure that the site runs smoothly. A growth mindset and positive ethos are essential characteristics that we are looking for.

The role will be based at one of our sites and mileage claims for any travel are included in this role. 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, carry out some home learning or safe and well visits for non-attenders to support the pastoral team.

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

For further information, please contact [support@nedsc.derbyshire.sch.uk](mailto:support@nedsc.derbyshire.sch.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 March 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: Teaching & Learning Assistant

#### Esteem Multi-Academy Trust

<b>Post Title:</b>		Teaching & Learning Assistant
<b>Location:</b>		Esteem North Academy
<b>Purpose:</b>		<p>To provide support and intervention to pupils 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.</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>
<b>Reporting to:</b>		Site Lead and Assistant Site lead
<b>Responsible for:</b>		Pupil learning, engagement and welfare
<b>Liaising with:</b>		Teachers, other STLAs, Parents and carers of pupils, SLT, pastoral and careers lead, phonics assistant, midday learning support assistant,
<b>Working Time:</b>		5 days, 37 hours per week, term time only (39 weeks)
<b>Salary/Grade:</b>		Grade 07 (Point 08-11) Actual Salary £21,462 - £23,628
<b>Disclosure level</b>		Enhanced

#### PRINCIPLE RESPONSIBILITIES

<b>To achieve the above</b>		<p>DUTIES AND RESPONSIBILITIES - SPECIFIC</p> <ul style="list-style-type: none"> <li>• Contribute to the reporting of the progress made by pupils</li> <li>• Provide opportunities for small group work, and individual support in addressing targets identified in ILPs and EHCP's</li> <li>• Undertake baseline testing and assessment of new pupils</li> <li>• Contribute to pupil ILPs and Annual Reviews for EHCP pupils</li> <li>• Contribute to the production of pupil information packs (PIPs) for pupils in your form group</li> <li>• Support small groups and individual pupils with literacy, numeracy and other areas of the curriculum</li> <li>• Serve breakfast for pupils and snacks at breaktime and as required</li> <li>• Provide supervision for pupils at break and lunchtime</li> <li>• Contribute towards the provision of a safe and supportive environment</li> <li>• Be allocated to a tutor group and contribute to the delivery of the tutor time programme or be keyworker for identified pupils</li> </ul>
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	<ul style="list-style-type: none"> <li>• Be a point of contact for pupils in your tutor group and communicate weekly with parents</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>• Contribute to the production of site displays of pupil work</li> <li>• Ensure that teachers have resources required for their lessons to function efficiently and swiftly</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>• Be sensitive to the issues surrounding pupils who may exhibit challenging behaviour, are disaffected, have learning difficulties and complex needs</li> <li>• Undertake other duties identified by the Headteacher within the general description and responsibilities of the post</li> </ul> <p>DUTIES AND RESPONSIBILITIES - GENERAL</p> <ul style="list-style-type: none"> <li>• Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems</li> <li>• Use information technology and associated systems in accordance with school policies</li> <li>• Comply with relevant health and safety legislation, policies and procedures in the performance of the duties of the post</li> <li>• Carry out the duties and responsibilities of the post in compliance with the Trust's equal opportunities and environment policies</li> <li>• Maintain confidentiality and observe data protection and associated guidelines where appropriate</li> <li>• Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of the responsibilities of the post</li> </ul>
<p><b>Other Generic Responsibilities:</b></p>	
<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• Ensure pupil and staff safety and safeguarding at all times</li> <li>• To 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>	

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: 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>Driving licence, transport 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 contributing to a small team</li> </ul>
KNOWLEDGE AND ABILITIES		
<b>Essential</b>		<ul style="list-style-type: none"> <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>Ability to be creative and think outside of the box with innovative ideas</li> <li>Excellent verbal and written communication skills and a good standard of numeracy.</li> <li>Ability to work flexibly.</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>Knowledge of the ILP target setting process and of Annual Reviews</li> <li>Ability to assist in Assessment, Recording and Reporting procedures as required by Teachers and the Site Lead.</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></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. Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT. Our Safeguarding and Child Protection Policy can be found on the Esteem MAT website: <https://www.esteemmat.co.uk/policy-documents/>

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 2023' 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 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: 01 March 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@nedsc.derbyshire.sch.uk](mailto:support@nedsc.derbyshire.sch.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. Use the relevant application form on the Esteem MAT website; CVs alone will not be accepted.