



## TEACHING ASSISTANT

Grade/Salary: Grade 3 (Point 4) £21,191 - £21,671

Contract: 37 hours per week, term time only

Start date: ASAP

## 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
- About us
- 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). This Teaching Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

Fountains High School is a special school based in Burton upon Trent, catering to children aged from 11 to 19 with a wide variety of needs and disabilities.

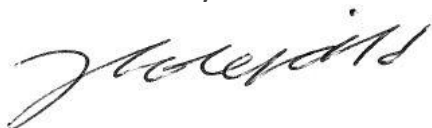
We are eager to appoint an enthusiastic Teaching Assistant who would be excited to be part of a modified curriculum in a secondary Special Educational Needs setting, with a commitment to improving the lives and opportunities of children and young people.

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 Harriette Evans, Operations Manager, on 01283 904550 or via email to [hevans@fountains-high.staffs.sch.uk](mailto:hevans@fountains-high.staffs.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 MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want more mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice
- Our people are our most valuable resource. We invest in them by providing high-quality specialist training, and opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflects the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.



## Welcome from the Executive Headteacher

Dear applicant,

By joining Fountains High School, you will embark on a journey where education is a synthesis of innovation and inclusion. We are dedicated to unleashing your potential, nurturing your talents, and developing you to become an inspiring part of our community to achieve success in all its forms.

As architects of ambition, we sculpt an educational experience that champions potential and promise. Our dynamic and inclusive learning environment, combined with personalised support and research-driven strategies, is not merely an education; it's a transformation. We're not just teachers; we're leaders, shaping kind hearts, wise minds, and brave souls.

With us, your vocation is remarkable and filled with discovery, growth, and opportunities. Join us in creating a future where your journey leads to a fulfilling and successful career. Your potential knows no bounds here.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil this role. The closing date for applications is 04 December 2024 at 23:59.

Interviews will be held W/C 09 December 2024. I look forward to meeting you.

Kind regards



**Mr Gareth Allen**  
Executive Headteacher  
Fountains High School and South Derbyshire Support Centre

## About Fountains High School

At Fountains High School (FHS), nestled between the counties of Staffordshire and Derbyshire in the vibrant community of Burton Upon Trent, we've embarked on a remarkable journey. From humble beginnings to becoming an educational beacon, we've been on a transformative mission, and the numbers tell our story.

At Fountains High School, we redefine the notion of a "generic" special school, catering to students aged 11-19 with Education, Health, and Care (EHC) plans; there is nothing generic about our approach, our students or our dedication to our students. Ten years ago, we were a school for 120 students and today, we are not just a school; we are a thriving hub of over 230 students, including 55 post-16 students at the Burton and South Derbyshire College (BSDC) campus, student-led enterprise businesses and a deliverer of outreach and support to other schools.

Our student body is as diverse as it is dynamic. With approximately a third of students on the autistic spectrum, another third with moderate learning difficulties, and a quarter with severe learning difficulties, we know that each one has a unique path to explore. The remainder, have profound and multiple learning disabilities, speech, language, and communication needs, physical disabilities, and visual impairments, and also shine bright in their own way.

Here at FHS, we embrace the spirit of our students, recognising that everyone can achieve their potential given the right support. That's why we've crafted personalised curricula that pave the way for each student to embrace their journey towards success. The 'ACCESS to the World', 'CONNECT to the World' and 'SHINE in the World' Curricula form the foundation of our students' daily experiences, enabling them to rise and shine, uncovering their true potential at every step.

We invite you to explore the extraordinary world of Fountains High School. Discover the incredible stories, endless possibilities, and inspiring futures that await our students and staff. To embark on this exhilarating adventure with us, visit our websites for further insights:

<https://www.fountains-high.staffs.sch.uk/>

Join us as we nurture kind hearts, wise minds, and brave souls, and together, let's paint the canvas of boundless potential and success.

## The advertisement

**Job title:** Teaching Assistant

**Location:** Fountains High School, Bitham Lane, Stretton, Burton on Trent, DE13 0HB

**Grade/Scale:** Grade 3 (Point 4) £21,191 - £21,671

**Contract:** 37 hours per week, term time only

**Start date:** ASAP

We are seeking to recruit an enthusiastic Teaching Assistant who can provide general support to the teacher in the care of the pupils and management of the classroom.

The ideal candidate should have experience of working with children with Special Educational Needs, though this is not essential.

Benefits include: Local Government Pension Scheme, Westfield Heath wellbeing service.

For further information, please contact Harriette Evans, Operations Manager, on 01283 904550, via email to [hevans@fountains-high.staffs.sch.uk](mailto:hevans@fountains-high.staffs.sch.uk) or visit <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs will not be accepted.

**Closing date for applications: 04 December 2024 (23:59)**

**Interview date: W/C 09 December 2024**

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 Assistant Esteem Multi-Academy Trust

<b>Post Title:</b>	Teaching Assistant
<b>Location:</b>	Fountains High School
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To work under the direct instruction of teaching staff in the classroom.</li> <li>Provide general support to the teacher in the care of pupils and management of the classroom.</li> </ul>
<b>Reporting to:</b>	Senior Leadership Team/Teaching Assistant Manager
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>Assisting children in matters of personal needs and their additional needs including first aid and welfare matters.</li> <li>Encouraging pupils to interact with others and engage in activities led by the teacher.</li> <li>Preparing the classroom as directed for lessons and assisting with displays of pupil's work.</li> <li>Undertaking routine administrative tasks e.g. pupil record keeping.</li> <li>Liaising with parents on general pupil matters.</li> <li>Attend training sessions as required.</li> </ul>
<b>Liaising with:</b>	Senior Leadership Team, Teaching Assistant Manager
<b>Working Time:</b>	37 hours per week, term time only
<b>Salary/Grade:</b>	Grade 3 £21,191 - £21,671
<b>Disclosure level</b>	Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To Achieve the Above</b>	<ul style="list-style-type: none"> <li>Assist children in matters of personal needs and their additional needs including first aid and welfare matters e.g. changing, feeding, using specialist equipment to support students</li> <li>Supervise and support pupils ensuring their safety, by complying with good H&amp;S practice.</li> <li>Accompany teaching staff and pupils on visits, trips and out of school activities as required.</li> <li>Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>Prepare the classroom as directed for lessons, clear afterwards and assist with and maintain displays of pupils' work, notice boards, shelving systems etc.</li> <li>Undertake routine administrative tasks, e.g. pupil record keeping as requested.</li> <li>Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.</li> <li>Appropriate liaison with parents on general pupil matters</li> </ul>



- Support pupils to understand instructions in relation to the curriculum
- Prepare and maintain general equipment/resources as directed by the teacher.
- Attend training sessions as required for CPD purposes and to ensure appropriate skill level is obtained to undertake role, e.g. behaviour management strategies
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of the other professionals.

**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: Teaching Assistant Esteem Multi-Academy Trust

<b>QUALIFICATIONS AND EXPERIENCE</b>		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Working with and caring for children with additional needs.</li> <li>• Good understanding of numeracy/literacy skills</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Willingness to undertake induction training, training leading to NVQ Level 3</li> </ul>
<b>KNOWLEDGE AND ABILITIES</b>		
<b>Essential</b>		<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Ability to work constructively as part of a team and on own initiative.</li> <li>• Use basic technology e.g. computer, video, photocopier.</li> <li>• Have good organisational skills</li> <li>• Have a flexible approach to work and be prepared to undertake routine admin tasks outside of the classroom if required.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• To be discussed at interview</li> </ul>

## Safeguarding and checks

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

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

Each 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 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the 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 <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: 04 December 2024 (23:59)**

**Interview date: W/C 09 December 2024**

For further information, please contact Harriette Evans, Operations Manager, on 01283 904550, via email to [hevans@fountains-high.staffs.sch.uk](mailto:hevans@fountains-high.staffs.sch.uk) or visit <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs will not be accepted.