



# TEACHING ASSISTANT (x5 posts)

GRADE: 3 (Points 5-7)

ACTUAL SALARY: £23,500 - £24,294

Contract: 32.5 hours per week, all year round

Start Date: September 2024

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

We are eager to appoint Teaching Assistants to work with and alongside an excellent staff team who are committed to providing the best possible outcomes for all of our pupils. Depending on the skills of the successful candidate the post may be working with older children who are in the early stages of their education.

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 Heidi Bonser, School Business Manager, on 01623 477268, via email to [office@brackenhill.notts.sch.uk](mailto:office@brackenhill.notts.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

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## About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen 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 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 to 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, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect 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.

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## About Bracken Hill School

The school ethos should be felt as you walk around and meet the staff and pupils. We are a small school and therefore are able to prioritise the individual needs of each child. Nevertheless, we have high aspirations and expectations and particularly value co-operative, sharing and group work which represents developing social maturity in young people. Each class teacher has pastoral responsibility for their own class and will always endeavour to maintain good communications with home.

To enhance knowledge, develop skills and provide enriching experiences that enable young people to embrace opportunities and be successful in the modern world.

- We aim to provide a broad, interesting and accessible curriculum, including the National Curriculum, for all pupils.
- We aim to challenge each pupil to perform to the best of his/her ability.
- We aim to help each pupil develop the skills they need towards independent and responsible living.
- We aim to help meet each pupil's personal priority needs alongside parents, carers and relevant agencies.
- We aim to provide pupils with a wide range of age appropriate experiences that helps to foster functional daily life resilience.
- We aim to help develop relationships characterised by kindness, helpfulness and respect.
- We aim to enable each pupil to confidently participate in, and contribute to, their local community life.
- We aim to foster knowledge and respect for other people, nationalities, beliefs and ways of life.

At Bracken Hill school, every individual is valued for who they are and what they contribute to the school. Values are intended to support the personal, social and spiritual development of every pupil throughout the school. Through these values we aim to:

- Promote positive behaviour, conduct and self-confidence by developing strong values within the pupils at the school.
- Develop pupils understanding of what values are and why they are important in life.
- Encourage children to 'live the values' in all aspects of their lives both in school and out.
- Promote values to pupils in every aspect of school life.
- Promote values in the way in which adults interact with each other and with pupils
- Display our school values and encourage all visitors to take account of them in their time in the school.
- Enable children to focus upon the positive aspects of themselves that they can value, thereby reminding them of their individual worth, their worth in the school and wider communities and the worth of those communities themselves.

Further information about our academy can be found on the website at:

<https://www.brackenhillschool.co.uk/>

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## The advertisement

**Job Title:** Teaching Assistant (5 posts)

**Location:** Bracken Hill School, Kirkby-in-Ashfield, NG17 7HZ

**Grade/Scale:** Grade 3 (Points 5-7) £23,500 - £24,294

**Start date:** September 2024

**Contract:** 32.5 hours per week, all year round

Bracken Hill School is an all age Special School for children aged 4 to 18 years, who have a range of complex educational needs with associated social and emotional difficulties, and challenging behaviour. Our aim is that all pupils achieve, progress, and grow in an environment where they are safe, happy and are treated with respect at all times. We are committed to continually improving teaching and provision for all our pupils in order that they develop their independence and to work in partnership with parents and carers.

We are seeking Teaching Assistants to work with and alongside an excellent staff team who are committed to providing the best possible outcomes for all of our pupils. Depending on the skills of the successful candidate the post may be working with older children who are in the early stages of their education.

Reporting directly to the Teaching staff and Senior Leadership Team.

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

For further information, please contact Heidi Bonser, School Business Manager, on 01623 477268, via email to [office@brackenhill.notts.sch.uk](mailto:office@brackenhill.notts.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.

**Closing date for applications: 17 May 2024 (23:59)**

**Interview date: WC 20 May 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>	Bracken Hill School, Kirkby-in-Ashfield, NG17 7HZ
<b>Purpose:</b>	To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils identified as having severe learning difficulties including complex and multiple special education needs and those with challenging behaviour, in a range of different learning situations and settings. Work may be carried out in the classroom or outside the main teaching area.
<b>Reporting to:</b>	Teaching staff, Senior Leadership Team
<b>Responsible for:</b>	
<b>Liaising with:</b>	Teaching staff, Senior Leadership Team
<b>Working Time:</b>	32.5 hours per week, all year round
<b>Salary/Grade:</b>	Grade 3 Points 5-7 £23,500 - £24,294
<b>Disclosure level</b>	Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>	
<b>To achieve the above</b>	<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities</li> <li>2. Planning and providing practical assistance in relation to identified physical needs</li> <li>3. Assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes</li> <li>4. Establishing a constructive relationship with pupils and interacting with them according to individual needs</li> <li>5. Promoting the inclusion and acceptance of all pupils</li> <li>6. Encouraging pupils to interact with others and engage in activities led by the teacher</li> <li>7. Setting challenging and demanding expectations and promoting self-esteem and independence</li> <li>8. Providing feedback to pupils in relation to progress and achievement under guidance of the teacher</li> </ol>

9. Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
10. Using strategies, in liaison with the teacher, to support pupils to achieve learning goals
11. Assisting with the planning of learning activities
12. Monitoring pupils' responses to learning activities and accurately recording achievements/progress as directed
13. Providing detailed and regular feedback to teachers on pupil's achievement, progress, problems etc.
14. Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour
15. Establishing constructive relationships with parents/carers
16. Administering routine tests and invigilating exams and undertaking routine marking of pupils' work
17. Working with and acting upon guidance provided by teachers and other professionals such as Inclusion Services, Speech Therapists, Physiotherapists, Occupational Therapists, Moving and Handling Specialists
18. Providing clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc
19. Assisting the teaching staff in the smooth transition between educational phases
20. Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
21. Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
22. Supporting the use of ICT in learning activities and developing pupils' competence and independence in its use
23. Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use
24. Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtimes
25. Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher

#### **General Responsibilities**

26. Be aware of and comply with school policy and procedures
27. Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
28. Contribute to the overall ethos/work/aims of the school
29. Appreciate and support the role of other professionals
30. Attend relevant meetings as required
31. Participate in training and other learning activities and performance development as required



		<p>32. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate</p> <p>33. Any other curriculum duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions</p>
<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: Teaching Assistant Esteem Multi-Academy Trust

<p><b><i>Education and Knowledge</i></b></p> <ul style="list-style-type: none"> <li>• Good literacy and numeracy skills together with NVQ level 3 for Teaching Assistants or equivalent qualifications, experience of supporting children in a classroom environment and a general understanding of the National Curriculum requirements and other basic learning programmes/strategies, experience of working as part of a team.</li> <li>• Take responsibility for own professional development and be willing to take part in further in-service or external development training.</li> <li>• A willingness to identify and develop own IT skills.</li> </ul>	<p><b><i>Personal skills and general competencies</i></b></p> <ul style="list-style-type: none"> <li>• The ability to work independently and unsupervised understanding the school's roles and responsibilities and your own position within these.</li> <li>• The ability to build and maintain effective relationships with pupils, colleagues and stakeholders in a fair and equitable manner.</li> <li>• Good time management.</li> <li>• Confidence and independence.</li> <li>• Commitment to Equal Opportunities.</li> <li>• To uphold the school's positive reputation.</li> </ul>
<p><b><i>Experience</i></b></p> <ul style="list-style-type: none"> <li>• Previous experience of working within an educational setting.</li> <li>• Experience of working with children with special educational needs.</li> <li>• <b>Suitability to work with Children – an Enhanced DBS will be undertaken on appointment.</b></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 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 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 <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.

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