



Teaching Assistant Apprentice

GRADE: Apprenticeship Rate

ACTUAL SALARY: £9,326 per annum

Contract: 32.5 hours per week, 39 weeks per year

Start Date: September 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
- 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 EYFS Intervention Assistant Apprentice 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 a candidate who enjoys working with children and young people and is able to work under the guidance of teaching/senior staff to support pupils in class, including assisting with their general care, mobility and personal hygiene needs.

Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school.

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 Ruth Samme on 01283 216883, via email to info@elmsleighinfantschool.co.uk or visit our website at 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 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.

Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the post of EYFS Intervention Assistant Apprentice at Elmsleigh Infant and Nursery School. I am very pleased that you are considering applying to work in a successful, fun and innovative school.

We are extremely proud of Elmsleigh and it gives us great pleasure to inform you about life at our school. Elmsleigh is all about creating a happy and secure learning environment for your child.

The first years in school are vital in the development of attitudes and we will ensure that your child will develop a positive enquiring mind in a stimulating learning environment, whilst at the same time excelling in enjoyment and achievement.

Every single member of staff at Elmsleigh brings something special to our school and it is our dedicated team that makes our school so unique, along with the children who attend our school. We pride ourselves very much in working closely with parents to create a happy and successful partnership to enable your child to achieve the very best that they can.

As well as making a positive contribution to the lives of our students, we can offer you:

- a supportive, collaborative, and friendly staff environment in a setting where you will have the chance to make a real and positive impact on the lives of Elmsleigh Infant and Nursery School students.
- professional and continuous training programmes and a supportive career progression.
- generous pension schemes (Teachers'/ LGPS Pension Scheme)
- A range of health and wellbeing services through Westfield Health
- Free, on-site car parking
- School social events
- A commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skill and experience to fulfil the role.



The closing date for applications is 12 July 2024 at 23:59. A visit to the site is encouraged, please contact the school on 01283 216883 to arrange this.

Interviews for this post will be arranged upon suitable application.

I wish you well in your application.

Yours faithfully,

Nicola Price
Headteacher
Elmsleigh Infant and Nursery School

About Elmsleigh Infant and Nursery School

Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school. We are one of 17 Derbyshire schools that has ER status.

Our Enhanced Resource which has developed over time, supports 16 places throughout school from Nursery to Year 2. Eight places are intended for pupils with ASD (Autism Spectrum Disorder) and eight places for pupils with other severe and complex special educational needs.

Throughout their school day, the children with an ER placement in the Reception to Year 2 age range may spend time in a separate highly staffed and specially adapted class room known as the Rainbow Room, or within a mainstream class with additional support, or a mixture of both, dependent on each child's individual needs.

Further information about our academy can be found on the website at www.elmsleighinfantschool.co.uk

The advertisement

Job Title: Teaching Assistant Apprentice

Location: Elmsleigh Infant & Nursery School, Queens Drive, Swadlincote, DE11 0EG

Grade/Scale: Apprenticeship Wage Actual Salary £9,326 per annum

Start date: September 2024

Contract: 32.5 hours per week, 39 weeks per year (TTO)

Elmsleigh Nursery & Infant School is an Enhanced Resource School in South Derbyshire. We are a mainstream school with additional funding to develop expertise and resources to work with pupils with high level needs, who may live outside the area normally served by the school.

We are eager to appoint a candidate to work under the guidance of teaching/senior staff to support pupils in class, including assisting with their general care, mobility and personal hygiene needs. Applicants should enjoy working with children and young people and be able to work as part of a team. Knowledge of working with children and young people with autism, learning difficulties and/or challenging behaviour is desirable but not a necessity. In-service training will be provided.

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

For further information, please contact Ruth Samme, Elmsleigh Infant and Nursery School, on 01283 216883, via email to info@elmsleighinfantschool.co.uk or visit our website at 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: 12 July 2024 (23:59)

Interviews will be arranged upon suitable application

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 Apprentice Esteem Multi-Academy Trust

Post Title:	Teaching Assistant Apprentice
Location:	Elmsleigh Infant and Nursery School
Purpose:	<ul style="list-style-type: none"> To ensure continued high quality learning and pupil achievement by managing interventions across an area in school.
Reporting to:	SLT – when working at academy level
Responsible for:	<ul style="list-style-type: none"> To work under the guidance of teaching/senior staff and within an agreed system of managing Interventions. To implement agreed work programmes / measurable interventions with individuals/groups, in or out of the classroom, including assisting with the general care, mobility and personal hygiene needs of pupils. To assist the teacher in the management/preparation of resources. To assist the teacher in recording learning outcomes and contributing towards next steps in the planning cycle. The primary focus will be to ensure continued high quality learning and pupil achievement.
Liaising with:	Academy Senior Leadership Team and staff team
Working Time:	32.5 hours per week, 39 weeks per year (paid over 52 weeks)
Salary/Grade:	Apprenticeship Rate £9,326
Disclosure level	Enhanced DBS
PRINCIPLE RESPONSIBILITIES	
To Achieve the Above	<p>The post-holder will demonstrate essential professional characteristics, and in particular will:</p> <ul style="list-style-type: none"> Support pupil/s in class groups implementing work set by the teacher Help support the teacher with the management of pupil behaviour Supporting the teacher with effective strategies in supporting children with additional needs. Contribute to the updating of pupil information including assessment outcomes from interventions and class teaching. Assist in setting out of learning materials and resources appropriate to the planned activity. Observe and report on pupil's performance when required. Contribute to the planning of learning activities with the teacher.

- Promote social and emotional development of the pupils alongside other team members.
- Support the maintenance of pupils' Health and Safety.
- Support the use of ICT in the classroom.
- Help pupils develop Literacy and Numeracy skills in a one-to-one, small group or class setting following the school policies for teaching and learning.
- Identify misconceptions amongst children's learning outcomes and use initiative by stepping in to reshape thinking.
- Provide verbal feedback and identify next steps in learning.
- Promote independent learning.
- Liaise with other team members and parents/carers in a professional manner.
- Be aware of all school policies and how to implement them.
- Review and develop your own professional practice and engage with all training deemed necessary for the post.
- Be active in your own professional development and performance by acting upon feedback from observations, learning walks and whole school development.
- Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.
- Engage and motivate pupils
- Improve the quality of pupils' learning
- Inspire trust and confidence in pupils and colleagues
- Build team commitment with colleagues and in the classroom
- Establish good relationships with parents and carers, encouraging dialogue, co-operation and partnership.
- Demonstrate analytical thinking
- Demonstrate empathy with and an appreciation of the care needs of pupils

TEACHING ASSISTANT AGREED FRAMEWORK REQUIREMENTS

In all cases, indicative tasks at the competency level specified within the Teaching Assistant agreed Framework, will be the reference point for the competencies listed below.

PUPIL PROGRESS:

- Be a proactive part of the team, ensuring that all pupils make good or better progress
- Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with the teacher, to support pupils' learning, well-being and progress
- Promote the inclusion and acceptance of all pupils within the classroom, school and wider community
- Encourage pupils to interact and work co-operatively in learning activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance and build self-esteem

PROFESSIONAL PRACTICE:

- Maintain, develop and apply professional knowledge to enable effective teaching and learning support
- Share such knowledge with colleagues to improve whole school effectiveness

- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Respond quickly and appropriately to demands made by individual pupils to meet general care, mobility, and personal hygiene needs
- Understand and apply the principles of good classroom management
- Understand and apply a range of appropriate support strategies
- Have the skills and expertise to support children from Nursery – Year 2.
- Be conversant with the schools safeguarding policy and actively follow the policy in order to keep pupils across school safe.
- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information

WHOLE SCHOOL ETHOS:

- Where appropriate contribute to the formulation of school policies
- Execute school policies
- Promote the wider aspirations of the school
- Share in the visions and values of the school

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 CPD 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
- 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 post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust
- 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

The appointment is subject to the current conditions of employment for Teaching Assistants contained in the Guidelines of the Derbyshire County Council agreed framework and the Education Act (2002), with particular regard to the regulations made under section 133 and the statutory responsibilities of the Governing Bodies of schools, and any other current applicable legislation. The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The Governing Body reserve the right to amend the job description at any time after consultation with the post-holder.

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 Apprentice Esteem Multi-Academy Trust

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> • Predicted or attained level 4 or above GCSE English and Math • Apprenticeship Care/Teaching Assistant related qualification/NVQ level 3 or equivalent (or able to pass this qualification within timescale with Burton and South Derbyshire College). Apprentices will be expected to attend college 1 day per week. 	<ul style="list-style-type: none"> • Behaviour Management training • Level 3 First Aid at Work
Skills, Knowledge and competences	<ul style="list-style-type: none"> • Good oral and written communication skills • Good organisational skills • Knowledge and use of Microsoft software and e mail • Ability to maintain accurate records • A commitment to teamwork • Able to form positive relationships • Ability to reflect on own practice. 	<ul style="list-style-type: none"> • Experience working with children in any setting e.g. youth clubs or babysitting etc
Personal qualities	<ul style="list-style-type: none"> • Energy, optimism, flexibility and commitment • Hard working • Reliable • Approachable • Enjoy working with others • Personality and sense of humour • Integrity and honesty • Maintaining professionalism at all times. • Ability to use initiative. 	
Equal Opportunities	<ul style="list-style-type: none"> • Knowledge and awareness of equal opportunities policy and commitment to its implementation 	
Other	<ul style="list-style-type: none"> • Suitable to work with children • Committed to safeguarding and promoting the welfare of children and young people on a daily basis. • Commitment to raising standards of academic and personal achievement • Patient, tactful and approachable • Flexible approach to tasks and workload • Able to undertake a range of tasks as appropriate for the role 	

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.

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/what-you-need-to-know-about-the-dbs-check>.

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: 12 July 2024 (23:59) **Interviews will be arranged upon suitable application**

For further information, please contact Ruth Samme, Elmsleigh Infant and Nursery School, on 01283 216883, via email to info@elmsleighinfantschool.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.