



Phonics Intervention/Teaching Assistant

GRADE: E (Points 10-14)

ACTUAL SALARY: £19,384 - £21,213

CONTRACT: 32.5 hours per week, 39 weeks per year

START DATE: ASAP/September 2024

CANDIDATE INFORMATION PACK



Version: June 2024

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 from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher
- About Derby Pride 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). This Phonics Intervention Assistant position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

We are eager to appoint a dedicated practitioner who is passionate about enabling our students to access educational opportunities via an individualised curriculum, and, as much as possible, enabling and supporting them to be active citizens in the wider community.

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 Rachael Locker, Administration/Exams Officer, on 01283 550667 or via email to r.locker@derbyprideacademy.co.uk.

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 special, alternative provision and mainstream primary academies based in the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged.

Inclusion is at the heart of our culture and ethos, and we are ambitious about being one of the leading trust within the region for SEND expertise and outreach provision. Esteem Academies believe that through coloration, sharing expertise and supporting one another, we are 'Stronger Together!'

We are 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; including SEND expertise, to our academies and to other schools and local authorities

Our trust has three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

1. We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
2. We will deliver high standards and value for money from our support services, resources, estate and technology.
3. We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

We really value each school's unique identity, which reflects the diverse needs of the pupils and the community that each school serves. It is therefore important to us that our pupils feel they belong to their local community. This is why we believe that our schools need leaders and governors who are experts in understanding their local school 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. 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.

Further information about Esteem can be found on the website at www.esteemmat.co.uk

Welcome from the Headteacher



Mark Hatton, Headteacher

Dear applicant,

Thank you for your interest in the post of Phonics Intervention Assistant at Derby Pride Academy. It is with great pride that I welcome you to our school. There is something very special about Derby Pride Academy, and we are incredibly proud of our unique students, supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and

fun place to learn and prepare for adulthood.

We provide our students with a chance to engage in education whilst they prepare to regain a mainstream school, or specialist SEN place; students may find alternative placements supported by the academy or develop a range of skills to prepare them for employment, apprenticeship or other study routes beyond 16.

Take some time to have a look around our website, or better still, arrange a visit to see us in person.

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 23 June 2024 at 23:59.

Interviews are to be confirmed upon suitable application. I look forward to meeting you.

Kind regards

Mark Hatton
Headteacher
Derby Pride Academy

About Derby Pride Academy

Derby Pride Academy works to engage and sustain learning for vulnerable and challenging young people. We work with our students to improve their attainment, behaviour, attendance, self-esteem, and confidence whilst providing skills to support development as responsible members of the community; we raise expectations and contribute to the well-being and cohesion of the community we serve.

We believe that provision based on teaching young people how to achieve in core subjects, in managing personal behaviours and in developing employability skills is vital to success.

We deliver Alternative Provision which recognises that students are all individuals with different strengths and weaknesses, acknowledging that mainstream education is not for everyone.

We provide our students with a chance to engage in education whilst they prepare to regain a mainstream school, or specialist SEN place; students may find alternative placements supported by the academy or develop a range of skills to prepare them for employment, apprenticeship or other study routes beyond 16.

Further information about our academies can be found on the websites at:

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

<https://www.derbyprideacademy.org.uk/>

Advertisement

Job Title: Phonics Intervention/Teaching Assistant

Location: Derby Pride Academy

Grade/Scale: Grade E (Point 10-14) Actual Salary £19,384-£21,213

Start date: ASAP or September 2024

Contract: 32.5 hours per week, Term Time only, permanent

Derby Pride Academy is seeking a flexible, committed, enthusiastic and highly skilled Intervention Assistant to deliver phonics, literacy and reading interventions at Derby Pride Academy. The academy provides statutory education to children who are at risk of permanent exclusion. Pupils who attend the academy have challenging and often complex needs, and exhibit behaviours that prevent them from attending a mainstream school. A large portion of our student body struggles with reading comprehension, possessing skills well below their expected grade level.

The successful candidate will identify pupils at KS3 and 4 who require reading intervention, deliver a variety of strategies and record and monitor progress and impact. Pupils will be supported to develop their reading ability so that they can access the rest of their curriculum and be a functional member of society when they leave our academy.

Applicants should have good knowledge and experience of working with Read Write Inc Fresh Start or with a similar Phonics programme. 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 will be working with pupils on a 1:1 basis and so must be able to build relationships. You will be responsible for working with SLT, English Lead and Trust Phonics Lead to develop our phonics programme and ensure that we have the required resources. You will also support with staff CPD and a whole academy ethos of encouraging all opportunities for reading.

For further information, please contact info@derbyprideacademy.co.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: 23 June 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: Phonics Intervention/Teaching Assistant

Post Title:	Phonics Intervention Assistant
Location:	Derby Pride Academy
Purpose:	To provide intervention strategies for pupils with low reading ages to develop their reading ability whilst on roll
Reporting to:	SLT, English Class Teacher
Responsible for:	Phonics/Reading/literacy intervention strategies and encouraging reading opportunities across the academy
Liaising with:	SLT, Teachers, Support Staff, Parents, and carers of pupils
Working Time:	32.5 hours per week, term time only (39 weeks), Permanent
Salary/Grade:	Grade E (Point 10-14) Actual Salary £19,384-£21,213
Disclosure level	Enhanced

PRINCIPLE RESPONSIBILITIES

To achieve the above	<p>DUTIES AND RESPONSIBILITIES - SPECIFIC</p> <ul style="list-style-type: none"> • Deliver reading interventions to pupils on a 1:1/paired/small group basis • Be responsible for the delivery of the Read, Write Inc, or similar phonics programme • Have an identified caseload of pupils with identified low reading ages • Have responsibility for pupils reading development • Ensure that the academy has a suitable range of accessible books for pupils with different reading ages • Identify and deliver other suitable reading interventions • Identify other interventions that would be effective, and cost and resource these • Support staff with phonics CPD • Identify opportunities where staff can be including reading opportunities • Encourage a love of reading by all • Contribute to the baseline assessments for reading age tests using our academy packages • Develop recording systems for evidencing your intervention sessions • Contribute to the reporting of the progress made by your pupil's • Be aware of pupils SEND and their required learning needs • Contribute to the production of pupil reviews and learning plans for your allocated pupils • Set targets for pupils to work towards • Diffuse and divert obstructive behaviour and assist all staff in maintaining high expectations and standards of pupil behaviour • Ensure safekeeping of all teaching resources and equipment
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- Promote and reinforce pupils' self-esteem, independence, and participation within the school and wider community
- Work as a flexible, collaborative team member with and under the guidance of a variety of teaching staff
- Be sensitive to the issues surrounding pupils who may exhibit challenging behaviour, are disaffected, have learning difficulties and complex needs
- Advise when pupils have made sufficient progress and no longer require 1:1 phonics session
- Liaise with pupil's families and all agencies working with the pupil
- Ensure that your pupils are safe and well and follow attendance guidelines with regards to education
- Undertake other duties identified by the Headteacher within the general description and responsibilities of the post

DUTIES AND RESPONSIBILITIES - GENERAL

- Adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- Use information technology and associated systems in accordance with academy policies
- Comply with relevant health and safety legislation, policies, and procedures in the performance of the duties of the post
- Carry out the duties and responsibilities of the post in compliance with the Trust's equal opportunities and environment policies
- Maintain confidentiality and observe data protection and associated guidelines where appropriate
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of the responsibilities of the post

Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- Always ensure pupil and staff safety
- To be accountable for all decisions made within the parameters of the job description
- Participate with performance management, training and activities that contribute to personal and professional development
- Always promote and act 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 Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Phonics Intervention/Teaching Assistant

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • GCSE (or equivalent) Maths and English. • Of working with pupils who exhibit challenging behaviour and are disaffected. • Of supporting/responsibility for the delivery of a phonics programme • Experience of the delivery of a range of effective reading/literacy strategies for weak readers • Of carrying out baseline reading assessments • Of identifying pupils who would benefit from a reading intervention programme • Of encouraging the love of reading
Desirable	<ul style="list-style-type: none"> • Of a small or alternative educational setting other than mainstream • Of delivery of Read Write Inc. Fresh Start programme or similar • Of assisting older KS3/4 pupils with their reading • Of staff CPD and developing other colleagues' knowledge of phonics/reading strategies • Of researching and developing new strategies • Of sourcing and costing reading packages/books and presenting with rationale to SLT
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • Ability to deliver a phonics programme to improve pupils reading ability • Knowledge of a wide range of reading interventions • Ability to build positive relationships to older pupils with low reading ages • Ability to devise a recording and monitoring system to evidence in interventions that take place • Ability to present pupil progress • Of safeguarding and child protection policies and procedures • A wide variety of behaviour management strategies and techniques • Of confidentiality/data protection issues • Of the use of ICT (i.e. word processing, e-mail, excel, power point, Teams use and internet capabilities) • Of how to contribute to the provision of a safe and supportive environment • Ability to diffuse and divert obstructive behaviour and assist all staff in maintaining agreed acceptable standards of pupil behaviour • A good team worker who can work in a collaborative manner under the direction of a variety of teaching staff • Willing to engage in any professional development activities which will aid the effective completion of tasks required by the post. • Promote and reinforce pupils' self-esteem, independence, and participation within the educational setting. • Excellent verbal and written communication skills and a good standard of numeracy • Ability to enthuse other colleagues and develop a love of reading ethos • Ability to work flexibly and set your own diary making the best use of time • Equal opportunities - Knowledge of policy as it relates to the performance of duties • Of the complex difficulties facing pupils in their learning situations. • Of basic Health and Safety issues • Knowledge of differentiating work for pupils to ease access according to learning needs
Desirable	<ul style="list-style-type: none"> • Ability to contribute to pupil reviews • Of producing risk assessments for pupils

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/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: 23 June 2024 (23:59)

Interview date: TBC upon suitable application

For further information, please contact Rachael Locker, Administration/Exams Officer, via email r.locker@derbyprideacademy.co.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.