

TEACHING & LEARNING ASSISTANT

GRADE: 07 (Point 08-11)

ACTUAL SALARY: £15,603 to £17,398

Contract: 32.5 hours per week, 39 weeks per year

Start Date: September 2021

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 & Hub
- 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 & Learning 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 keen to employ an outstanding TLA, with a positive approach to supporting behaviour that challenges, bringing enthusiasm and commitment to impact positively on student wellbeing and progress.

Holbrook School for Autism is a successful school and is proud to meet the educational and social needs of students aged 4 – 19 with ASD, SLD and who have challenging behaviour as a result of their communication difficulties and their lack of social understanding. We also have a primary provision for students with autism and average ability

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 Sam Bayliss, Headteacher on 01332 880208, via email to t.richards@holbrookautism.derbyshire.sch.uk or visit our website at www.esteemmat.co.uk/jointheteam. 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

A handwritten signature in black ink, appearing to read 'Julian Scholefield'.

Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of eleven 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 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown from seven to 11 academies within its first 18 months and now includes 7 special schools and 3 support centres (PRUs) and a primary school with enhanced resource provision educating young people with a range of additional needs. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). 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 our collective efforts will achieve a better outcome than we can as individual schools. 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 post of Teaching & Learning Assistant at Holbrook School for Autism. I am very pleased that you are considering applying to work in a successful, fun and innovative special school.

Every autistic child and young person at Holbrook has individual needs and abilities. As a staff team, we are passionate about working with students with autism, enabling our students to overcome challenges and make the most of life's opportunities by preparing and supporting each one of them to be active citizens in the wider community.

As Headteacher, I am committed to promoting emotional wellbeing and positive mental health, we embed a culture which values the happiness and emotional welfare of all our students, staff, parents, and stakeholders. We were awarded the Wellbeing Award for Schools which recognised the fantastic work we do as a school.

We are keen to employ an outstanding TLA within our exciting individualised curriculum provision. You should have a strong track record of innovation and creativity. You will be a team player working closely with other teachers, leaders, support staff and the residential care team. You should have a positive approach to supporting behaviour that challenges, bringing enthusiasm and commitment to impact positively on student wellbeing and progress.

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 rural school setting where you will have the chance to make a real and positive impact on the lives of Holbrook School for Autism's 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 skills, experience, and strength of character to fulfil the role. The closing date for applications is 09:00am on 14 June 2021

Interviews for this post will be held on 16 or 18 June 2021.

I wish you well in your application.

Yours faithfully,



Sam Bayliss
Headteacher
Holbrook School for Autism

About Holbrook School for Autism

Holbrook School for Autism provides specialist education and care for students with a diagnosis of autism aged 4-19, split over two sites in Holbrook and Belper; there are currently 132 students on roll. We also have a residential facility based at the Holbrook site that provides accommodation for up to 28 students a week, 7 per night, Monday to Thursday term time only.

The main cohort of our students have autism with profound learning difficulties and can present extremely challenging behaviour. The academy practices 'Team Teach', a holistic approach to behaviour support and interventions.

In addition to the main school, we also have a provision known as 'The Hub', which supports primary aged students with autism who can be working at age-related expectations. These students are currently unable to access mainstream school due to complex needs and behaviours and may have additional mental health needs.

Based in a rural area, Holbrook site has expansive grounds housing specialist climbing equipment for the younger students, trampolines and outdoor gym equipment. It also has access to a wooded area enabling us to provide Forest Schools.

The Belper site accommodates four classes of students aged 14-19. The town location allows for community cohesion, work experience opportunities and has good access links enabling students to participate in travel training.

We provide a personalised curriculum, designed to address the holistic needs of our students. Students have identified differentiation as part of their 'My Plan' and individual timetables as appropriate, as well as working on the key skills of literacy, numeracy, and all the national curriculum subjects.

Situated in Derbyshire, most of our students live within the county including a significant number from Derby City. We also accept a small number from Staffordshire and Nottinghamshire.

Further information about our academy can be found on the website at www.holbrookautism.derbyshire.sch.uk

The advertisement

Job Title: Teaching and Learning Assistant (TLA)

Location: Holbrook School for Autism, Portway, Holbrook, DE56 0TE or John O'Gaunts Way, Belper, DE56 0DB

Grade/Scale: Grade 07 (Point 08-11) Actual Salary £15,603 to £17,398

Start date: September 2021

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

Holbrook School for Autism is a successful school for children and young people with autism and learning difficulties, aged 4–19. Our students, may at times, display challenging behaviour related to their communication, social interaction and/or sensory processing difficulties.

Within a safe, structured and predictable environment, we deliver a person-centred curriculum that supports students in developing independence, confidence, academic and life skills. We strive to enable our students to participate fully in opportunities and experiences both in school and the wider community, so that students can make informed life choices.

We are seeking an outstanding TLA, to work with 4-19-year-olds with autism and learning disabilities. Reporting directly to the Specialist Teaching & Learning Assistant, the ideal candidate will have a level 2 qualification or equivalent, positive approach to behaviour support and experience of working with young people with complex needs, including ADHD, SLD, SEMH. Candidates who do not hold a relevant qualification may still apply if they are able to demonstrate a commitment to undertake training and will only be considered for a fixed term contract until successful completion of the relevant course.

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

For further information, please contact Sam Bayliss, Headteacher Holbrook School for Autism, on 01332 880208, via email to t.richards@holbrookautism.derbyshire.sch.uk or visit our website at www.eesteemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 14 June 2021 (09:00am)

Interview dates: 16 or 18 June 2021

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

Post Title:		Teaching and Learning Assistant
Location:		Holbrook School for Autism – Holbrook or Belper Site
Purpose:		<ul style="list-style-type: none"> To provide support for Teaching and Learning in class. To work under the guidance of Specialist Teaching and Learning Assistants (STLAs) teaching/senior staff and within an agreed system of supervision, to support access to learning with individuals/groups, in or out of the classroom, including assisting with behaviour management, general care and personal hygiene needs of students. The primary focus will be to ensure continued high-quality learning and student achievement.
Reporting to:		Specialist Teaching & Learning Assistants
Responsible for:		tbc
Liaising with:		Teaching Staff, SLT, Support Staff, Residential Care Team
Working Time:		32.5 hours per week, 39 weeks per year (TTO)
Salary/Grade:		Grade 07 (Point 08-11) Actual Salary £15,603 to £17,398
Disclosure level		Enhanced

AREAS OF RESPONSIBILITY AND KEY TASKS

Main responsibilities

The postholder will demonstrate essential professional skills and characteristics, and in particular will:

- Engage and motivate students
- Improve the quality of students' learning
- Inspire trust and confidence in students and colleagues
- Build team commitment with colleagues and in the classroom
- Demonstrate empathy with and an appreciation of the care needs of students

Supporting Teaching and Learning

- Have a clear and precise understanding of how children with Special Needs, Autism and complex behaviour learn

Work under the direction of the class teacher and STLA to:

- Support students in attaining learning objectives
- Write quality annotation to support the assessment of student attaining learning objective
- Report on observed progress of students
- Develop an understanding of different learning styles
- Adapt learning activities appropriately
- Report on the impact curriculum and intervention strategies has on individual students.

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.

STUDENT PROGRESS

- Establish constructive relationships and use a variety of methods to communicate with parents and other relevant professionals, in liaison with teacher, to support students' learning and progress.
- Promote the inclusion and acceptance of all students within the classroom, school and wider community.
- Encourage students to interact and work co-operatively in learning activities
- Promote independence and employ strategies to recognise and reward its achievement

PROFESSIONAL PRACTICE

- Maintain, develop and apply professional knowledge to enable effective teaching and learning support
- Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners or organisation of the school including pastoral arrangements and assemblies
- Share such knowledge with colleagues to improve whole school effectiveness
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Provide a proactive consistent approach to challenging behaviour, implementing and contributing to behaviour support plans and using physical intervention if necessary
- Respond quickly and appropriately to demands made by individual students 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

WHOLE SCHOOL ETHOS

- Where appropriate contribute to the formulation of school policies
- Execute school policies
- Use the performance management process to drive school improvement through the raising of standards of teaching and learning
- Promote the wider aspirations of the school

SAFEGUARDING

- Demonstrate a commitment to safeguarding and promoting the welfare of students and young people
- The work within the safeguarding and child protection policies of the school and act within the best interests of students at all times
- To undertake relevant training as set by the safeguarding team
- The post is subject to satisfactory references and enhanced DBS clearance

OTHER DUTIES AND RESPONSIBILITIES

Other duties that the Headteacher may ask the post-holder to perform may include but not limited to:

- Medicine administration
- Support in implementation of SALT/OT programmes
- Use positive intervention to support behaviour where appropriate support with personal care/toileting

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

Person Specification: Teaching & Learning Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Qualification to Level 2 or equivalent in relevant subject or working towards • Experience of working with a range of students with SEN
Desirable		<ul style="list-style-type: none"> • Qualified in aspects of SEN specific provision • GCSE or equivalent in Maths and English • Experience of working in special schools with a range of students with SEN (including Autism, ADHD and PDA)
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • Knowledge of strategies to support students with SEN • Knowledge of child protection and appropriate health and safety regulations • Knowledge of behaviour support strategies • Willingness to engage in any professional development activities which will aid the effective completion of tasks required by the post • Ability to work alongside the teacher in evaluating and recording student progress • Use alternative methods of communication where required • Use ICT to support teaching and learning • Ability to promote student independence in personal care
Desirable		<ul style="list-style-type: none"> • Trained in aspects of SEN specific provision, e.g. PECS, Makaton, TEACCH, behaviour management • Experience of managing challenging behaviour, including implementing appropriate interventions • Ability to promote and reinforce student's self-esteem, independence and participation within the community • Experience in attending to intimate and personal care
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.		

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 2020' 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 www.esteemmat.co.uk/jointheteam or you can email t.richards@holbrookautism.derbyshire.sch.uk to request a copy. Please specify the job vacancy for which you wish to apply.

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: 14 June 2021 (09:00am)

Interview date: 16 or 18 June 2021

Completed application forms can be returned electronically to Sam Bayliss, Headteacher via email to t.richards@holbrookautism.derbyshire.sch.uk

If you wish to submit your application form by post, please return it to the following address:

Private & Confidential: Sam Bayliss, Holbrook School for Autism, Portway, Holbrook, Belper, DE56 0TE