



A Specialist Science with Mathematics School

Excellence Through Teamwork

Carleton Community High School

Headteacher: Miss H Bolton

Green Lane, Carleton, Pontefract, WF8 3NW

Tel: 01977 781555

Web: www.carletonhigh.com

Application Pack

Education Support Assistant

Advert

Education Support Assistant

Grade 4 27.5 hours per week, term time plus 2 Inset Days

Salary £10,500.68 - £11,120.80 (£16781- £17,772 FTE)

Post Reference: P156

Required as soon as possible (subject to satisfactory pre-employment checks)

We are seeking to appoint an Education Support Assistant at Carleton Community High School. The successful candidate will have the energy, enthusiasm and desire to contribute to our drive for success. Our ideal candidate will have some experience of working with children and who are ready to make valuable contributions to our school. Working with the AEN Co-ordinator and a team of likeminded, child centred individuals this will be a golden opportunity for the right candidate.

We offer:

A family ethos with dynamic and supportive staff.

A growing student community where students understand their responsibilities.

A strong community school with a tangible moral purpose.

A range of facilities including a fantastic new central block opened in 2012

The ESA role:

Has become an essential part of teaching and learning across the school.

Will include working with small groups of students both within lessons and during intervention sessions.

Carries the expectation that you will share our philosophy that disadvantage is never a barrier to achievement.

Key responsibilities are provided within the job and person specification.

To obtain an application form and job specification:

Visit the Trust's website: www.pontefractacademiestrust.org.uk

Email: recruitment@patrust.org.uk

Telephone: 01977 707342

Completed application forms should be returned either by post to Lisa Dodgson, HR Manager, Pontefract Academies Trust, C/O St Mary's Community Centre, The Circle, Chequerfield, Pontefract WF8 2AY or by emailing recruitment@patrust.org.uk no later than 10am Monday 30th April 2018.

We are an equal opportunities employer welcoming applications from everyone. The Pontefract Academies Trust is wholly committed to ensuring children and young people are fully supported and safe. We are dedicated to the safeguarding of all children and young people whilst promoting their welfare and expect all staff and volunteers to share this. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and any satisfactory pre-employment checks. The successful applicant will also be asked to provide criminal conviction information.

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Introductory Message from Julian Appleyard OBE

CEO of the Pontefract Academies Trust

Thank you for registering your interest in joining Pontefract Academies Trust - we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and help you with your application process.

Pontefract Academies Trust is a cross phase Multi Academy Trust comprising of eight schools: six primaries and two 11-16 secondary schools. The Trust is a medium sized family of schools all located within a tight geographic hub within Pontefract. Students are drawn from the local community that includes a mix of different catchment areas.

As the newly appointed Chief Executive Officer of the Trust I am truly excited by the opportunity of leading the Trust to the next phase of its development. The Trust is part way through a journey of school improvement and the immediate priority in the short term is to rapidly accelerate student outcomes and school improvement in every school. Pace and a trajectory of improvement is the unwavering expectation.

I wanted to use this letter to give you a feel for the culture and principles that I wish to drive across the Trust in-conjunction with current and future colleagues and the type of person the Trust is looking for from all staff at all levels.

To work in the Trust, you must aspire to be an outstanding colleague and be comfortable with high levels of accountability for the progress of all our students. You must be willing to share and learn. You must be prepared to go the extra mile, be a leader not a follower. Above all else, you must like young people and aspire to make them outstanding citizens.

Pontefract Academies Trust is no place for cynics and we wish to appoint positive people who want to make a difference. You must be achievement focused and have an explicit focus on student outcomes. It is simple really: we run schools for the benefit of students, that is why we do the job. We wish to appoint people that understand and believe in the following principles that the best educational institutions inhibit: an achievement and no excuse culture, high quality leadership, proper investment in staff development and a resolute refusal to accept the soft bigotry of low expectations. In return, as CEO it is my intention to offer first class professional development for ambitious people, genuine career development and opportunities. I believe in simple systems executed with absolute precision, a focus on outstanding behaviour so that teachers can teach great lessons and students can learn.

If successful, you will be joining the Trust at an exciting time where you can help further shape the organisation. It is not over ambitious to say that we aim to build something transformational in Pontefract and we want to be joined by people that share a passion for improving social mobility and who want to make a difference day in and day out. Our young people need the skills and qualifications to operate in an increasingly competitive workplace. To this end, our role in improving the life chances of the young people in our communities should never be underestimated.

Finally, thank you once again for your interest in the Pontefract Academies Trust and the position available. I hope that this introductory letter has given you a clear sense of our culture and ethos as well as a feel of what we are looking for. If you decide to apply, we do appreciate how long it takes to apply for jobs but please do not send a general letter; we are looking for someone who is prepared to respond to us appreciating where we are at on our journey as a Multi Academy Trust. You can be sure we will take time and care in reading your application form and covering letter. We look forward to hearing from you and exploring your future with us through our selection process.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Julian Appleyard', with a large, sweeping flourish at the end.

Julian Appleyard OBE

Chief Executive Officer

Introductory Message from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Education Support Assistant at Carleton Community High School.

Carleton Community High School is a friendly, caring school where everyone works together to achieve the very best for all the pupils who attend. Please note this post is not suitable for job share.

Attached is a person specification and job description. Please note that only candidates who fulfil the essential requirements will be shortlisted, therefore please ensure you refer to the components of the person specification in your application form.

During the selection process, each candidate's fulfilment of the requirements will be evaluated using a variety of tools and the process will also include an assessment of your suitability to work with children. The Trust is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure and pre-employment checks.

Your current or previous employers will be contacted as part of the verification process. If you are short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

The completed application form and declaration form should be returned to Lisa Dodgson, HR Manager, Pontefract Academies Trust preferably by email to recruitment@patrust.org.uk by 10am Monday 30th April 2018.

If you have not heard from us with two weeks of the closing date, please assume you have not been short-listed. Many thanks for your interest, and good luck in the future if you do not hear from us.

Yours sincerely,

Miss H Bolton
Headteacher

Educational Support Assistant (ESA)

LOCATION: CARLETON COMMUNITY HIGH SCHOOL **REPORTING TO:** AENCO

ACCOUNTABLE TO: AENCO, SLT & Governors

SUPPORT STAFF GRADE: G4 (points 14 to 17) 27.5 hours per week, term time only + 2 days

The role of the ESA has become an essential component of teaching and learning in our school to work with students and staff to provide support for a student who need help overcoming barriers to learning and progress. We are looking for an enthusiastic and passionate person, possibly with some experience of working in schools, to work with staff, students and possibly parents so as to bring about sustained progress for SEN students through improvements in; engagement, participation and attitude to learning and so improved life chances after leaving school.

These following qualities will be assessed from the application form and responses made at interview.

ESSENTIAL CRITERIA	DESIRED CRITERIA
<p>QUALIFICATIONS or TRAINING</p> <ul style="list-style-type: none"> • GCSEs (Grade A-C) or equivalent Inc. Maths & English <p>SKILLS & EXPERIENCE</p> <ul style="list-style-type: none"> • Good interpersonal skills and an ability to relate and communicate effectively with children, staff and parents. • Good literacy and numeracy skills • Good organisational skills • Good computer keyboard skills <p>Ability to;</p> <ul style="list-style-type: none"> • work independently • work as part of a team • maintain confidentiality • action plan • work 1:1 and with small groups • keep neat and accurate records • work flexibly as part of a team • show initiative as appropriate <p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Good standard of spoken and written English • an understanding of issues affecting children (e.g. bullying, neglect and abuse) <p>PERSONAL QUALITIES</p> <ul style="list-style-type: none"> • to be approachable and have a sense of humour • to always act as a positive behaviour role model • Caring, approachable, firm, understanding, consistent, assertive and most importantly calm • Understanding of children's aspirations and the importance of mind-set and well-being • Understanding and respecting the need for absolute confidentiality • Adaptability and willingness to assist with other aspects of school life • Willingness to continue to learn and develop 	<p>QUALIFICATIONS or TRAINING</p> <ul style="list-style-type: none"> • Enhanced DBS certification <p>SKILLS & EXPERIENCE</p> <ul style="list-style-type: none"> • experience of working with secondary age students in an educational setting • working with secondary age children who may have SEN or are vulnerable and may have additional needs • Able to observe, assess and monitor student needs in order to develop appropriate support & interventions <p>KNOWLEDGE</p> <ul style="list-style-type: none"> • Understanding of the developmental needs of children • Some understanding of mentoring, nurturing and emotional & social behaviour in order to plan for intervention and develop positive relationships for learning • Knowledge of a range of simple behaviour management strategies & techniques

Duties of an ESA:

Everyday Classroom Contexts – Wave 1

1. To work with the class teacher and student so as to be able to respond effectively to any change in needs and remove the barriers to learning and progress
2. Promote positive student behaviour, dealing promptly with conflicts in line with school policy
3. Create and maintain a range of appropriate; strategies, resources and activities to support students with SEN
4. Monitor student responses to teaching and learning and share with staff as appropriate
5. Encourage the students to take responsibility for their own learning by developing resilience and taking appropriate risks with their learning
6. To observe, assess and monitor student needs, attitudes and progress, so as to be able to adapt agreed approaches to meet particular needs, recording and maintaining records of students' development and progress.
7. To support classroom teachers to enable them to have direct and focused contact time with students (this may mean that you; talk to the class, scribe on the board or demo an activity)
8. To liaise in person or by email with the class teachers to enable effective classroom support
9. Maintain a record of evaluations as evidence of impact, effective practice, support & guidance

Structured Interventions Outside the Classroom – Wave 2

10. To develop and maintain effective Wave 2 intervention strategies for SEN students
11. Maintain a record of evaluations as evidence of impact, effective practice, support & guidance

Structured Interventions Outside the Classroom – Wave 3

12. To develop and maintain effective Wave 3 intervention strategies for SEN students
13. You may be required to support vulnerable SEN students through Keep-Up interventions to support progress across the curriculum
14. Maintain a record of evaluations as evidence of impact, effective practice, support & guidance

General Duties

15. To develop a mentoring and nurturing relationship with students receiving support, aimed at achieving the goals defined in their Student Passport, MY Support Plan or EHC Plan/Statement
16. To develop knowledge and appreciation of the range of programmes, activities, courses, opportunities, organisations and individuals that could be drawn upon to support SEN students
17. You may need to attend meetings or submit evidence of interventions for outside agencies
18. Regularly monitor and reward the achievement and progress of the students they work with
19. To liaise with all relevant staff in the management of SEN student progress
20. If appropriate, work in partnership with staff to secure positive family support and involvement through contact with families of students receiving SEN support
21. To organise and record the outcomes of any structured conversations with parents/carers
22. To work in partnership with the AENCO, Assistant AENCO or classroom teachers to develop effective strategies to remove barriers to learning for the students that they work with
23. Undertake a range of administrative duties relevant to the post.
24. Participate as required in relevant training which has been identified by the AENCO or members of the Senior Leadership Team. This will include a planned induction period.
25. Any other duties as directed by the Headteacher, Senior Leader or AENCO.

Responsibility for Resources	Description
People	Students; 1:1, small groups (six to eight) and possibly larger groups at times
Budgets	Possibly small budget as agreed with AENCO for Wave 2 or 3 intervention activities
Physical	Effective use of learning materials, resources & intervention room

Candidate information

Individual visits

We would be delighted to organise individual visits with any potential candidate who wishes to visit or find out more detail about our School. Please contact the School office on **01977 781555** to arrange a tour with the Headteacher/Senior Leadership Team. Please note that School will be closed until the 16th April 2018.

Making your application

If you would like to apply for this post:

- Please complete an application form and declaration form, available on the Pontefract Academies Trust website www.pontefractacademiestrust.org.uk
- Submit a covering letter of application, no longer than two sides of A4 (Ariel - font size 11). In your letter please state which post you are applying for and focus on the following:
 - *The skills and expertise that you will bring to the role evidenced through examples of your successes to date*
 - *How you meet the wider job description and person specification*

Your completed application should be emailed to recruitment@patrust.org.uk by **10am Monday 30th April 2018**. Please note that we will be considering applications as they are submitted up until the closing date. Our HR Manager, Lisa Dodgson will be happy to answer any questions you may have about this process or vacancy.

Safer Recruitment

The Pontefract Academies Trust and Carleton Community High School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to DBS checks along with other relevant pre-employment checks.

Short listing

The selection panel will undertake short listing wherever possible on the same day as the vacancy closing date, however if there is no closing date we will contact successfully shortlisted candidates as soon as possible. Shortlisted candidates will be notified by telephone and/or email giving them as much notice of the date of interview as possible. If shortlisted, please bring with you your passport, driving licence (both parts) and a recent utility bill which is less than 3 months old along with your degree/educational certificates when you attend for interview. This is for DBS purposes and will save time later should you be appointed. If you are not appointed, these will be confidentially destroyed.

Information about Yorkshire

From vibrant cities to pretty villages, rolling countryside and grand coastline, Yorkshire has so much to offer.

Culture and the Arts in Yorkshire

Yorkshire's boasts a diverse range of art galleries and museums. From the mighty sculptures at Yorkshire Sculpture Park, to quaint independent art galleries in our market towns.

Hepworth Gallery

The Hepworth Wakefield is the country's largest purpose-built gallery in nearly 50 years and is named after Wakefield-born sculptor Barbara Hepworth. Inside this inspiring gallery you'll find a unique collection of sculptures by Barbara Hepworth, as well as changing exhibitions by world-famous artists.

Yorkshire Sculpture Park

Explore the international centre for modern and contemporary art. Explore 500 acres of magnificent 18th century landscape with over 60 sculptures in the open air by some of the world's finest artists, including Henry Moore and Barbara Hepworth, Andy Goldsworthy and Antony Gormley.

Pontefract and surrounding area

If you love liquorice then you'll love the annual Liquorice Festival held in the heart of Pontefract each July.

We have a local Racecourse with the longest flat, circular course in Europe. Racing has taken place in the town since 1648 and continues to be a lively pastime today.

You're guaranteed an adventure at Xscape, packed with unique and fun activities such as Snozone/Climbing Wall / Bowling / Cinema / Adventure Golf / Soft Play Zone / Trampoline Park as well as fabulous places to eat and shop.

Local areas of natural beauty

Pontefract Park/Valley Gardens

Nostell Priory - National Trust Site

Pontefract and District Golf Club/Darrington Golf Club

How to find us

Yorkshire lies right at the heart of Britain, and with an exceptional communications network, it's much closer than you think, whether you plan to travel by rail or road.

By Rail

High speed trains from London to the cities of York, Leeds, Sheffield, Doncaster and Hull can take as little as 100 minutes. Yorkshire's cities and market towns are also easy to get to from other parts of the country.

Pontefract has 3 local train stations.

Cross Country: regular services from across South West England and the Midlands

Virgin Trains: Virgin Trains offer fast and frequent trains to Yorkshire from London Kings Cross, on the east coast.

First Hull Trains: direct services from London King's Cross to Howden, the Wolds and Hull

Northern Rail: Regular trains to Yorkshire.

First Trans Pennine Express: direct services into the region from Liverpool, Manchester Airports, Newcastle and Middlesbrough

By Road

From the South: the M1 and A1 provide excellent links.

From the South West: the M5 and M42 link to the M1.

From Wales: use motorway connections from the M6 from North Wales and the M4 from South Wales.

From the Midlands: the M6 provides links to the M62, taking you right into the heart of Yorkshire. Alternatively, the M1 provides excellent access from all over the Midlands.

From the North West: the M62 brings you right into the heart of Yorkshire and speeds you to the A1.

From the North East: the A1 serves as the main route into Yorkshire.

By Air

Leeds Bradford Airport offers flights from a range of UK airports.

Doncaster Sheffield Airport (DSA) is the UK's newest purpose built international airport, having commenced operation in April 2005 on the site of the former RAF Finningley air base. The Airport is located 7 miles from Doncaster and 25 miles from Sheffield, serving passengers across Yorkshire. The airport has recently seen a new link road opening, the Great Yorkshire Way from the M18 to greatly improve access and journey times.
