



CANDIDATE INFORMATION BROCHURE



To inspire young people to make their best better



Dear Candidate

Thank you for taking the time to apply for the Midday Assistant role at Pioneer School.

Pioneer School was formed in 2003, following the amalgamation of two other special schools and in June 2012 became part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Pioneer School has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours Sincerely

The Talent Team

Pioneer School

Pioneer School, an AET Academy, is a special academy based in Basildon, Essex.

We are a mixed, day special academy designated for children aged 3 – 19 who have been assessed as having a severe and complex learning difficulty, but aspire to support young people to the age of 25. With the exception of those pupils occasionally admitted in the Foundation Stage on an assessment basis all pupils have a statement of special educational need or an Education, Health and Care (EHC) plan. The students on roll fall principally into the categories of severe and complex or profound and multiple needs. A smaller number of students have moderate learning difficulties and a significant number have an additional diagnosis of autism.

We experience variable patterns of referrals and admissions and whilst it is usual for children to be admitted at the Foundation stage and Key Stage 1 children are occasionally admitted at other ages. Admissions also take place throughout the school year. There are currently 131 pupils on roll.

Although our catchment area extends beyond the geographical boundaries of Basildon the vast majority of pupils live in the local area.

In January 2009 we moved to new purpose built premises, which were further extended in September 2011 to provide even more specialist spaces. We now have facilities that are second to none within the UK and we are regularly visited or consulted on matters of special school design.

Our vision is to continue developing and improving the quality of provision available to our students and governors, parents and staff are enthusiastic and committed to the proposed plans. We believe that our proposals will enhance the education and quality of life for the children and young people currently in the school and lead to better outcomes for them in adult life.

Our most recent successful Ofsted inspection ([Ofsted report](#)) recognised that we are a good school with many outstanding features, one of which was our capacity to continue to improve. This is shown by our decision to convert to academy status and our ambitious plans to further extend our provision.

Key Priorities

- Achieving 'Outstanding' at the next Ofsted inspection
- Increase capacity – new build

Job description

Title of Post: Middy Assistant

Responsible to: Vice Principal

Accountable to: Principal

Purpose of the Job: Acting as part of a team, to take care and control of all the children on the school premises during the midday break between the morning and afternoon teaching sessions.

Duties and Responsibilities:

- To lead and participate in safe, creative and appropriate play opportunities with children.
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall.
- To assist children with eating their meal if necessary.
- To clear tables when meals are finished and clear up any associated spillages.
- To help children build friendships and supportive play groups.
- To identify pupils who may be isolated and encourage them to join activities.
- To ensure all pupils are engaged in positive behaviour.
- To ensure that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures and incident forms are completed as required.
- To provide pastoral care, guidance and routine advice to pupils as appropriate.
- Where necessary and appropriate to lead games and activities with the children.
- To alert Heads of Learning and/or the Vice Principal of any concerns regarding an individual child or group of children.
- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- To attend relevant training and meeting as required.
- To maintain and respect confidentiality at all times.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post-holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

Notes:

- You will/may have access to confidential information on staff and/or pupils within the school. Failure to maintain confidentiality may lead to disciplinary action which, could ultimately lead to dismissal.
- You will be expected to produce work of a high standard and promote high quality at all times.
- You will be expected to keep yourself updated on all matters relating to School policy and you must familiarise yourself with matters relating to health and safety as they affect you personally and/or the School.
- You will be expected to participate in a staff performance management scheme.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. The post-holder may deal with sensitive material and should maintain confidentiality in all Academy related matters.

Person Specification

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> • NA 	<ul style="list-style-type: none"> • NA
Knowledge /Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> • Successful experience working with SEN children • Knowledge of general aspects of child development • Working effectively as part of a team • Good communication skills with adults and children • Have a positive approach to behaviour management • Understand and support the importance of physical and emotional wellbeing 	<ul style="list-style-type: none"> • Experience of planning stimulating activities for children of all ages • Basic understanding of Health & Safety • Basic knowledge of first aid
Skills	Forward and strategic planning	<ul style="list-style-type: none"> • To be able to follow plans for lunch times 	
	Abilities	<ul style="list-style-type: none"> • Ability to work flexibly to meet the needs of the school and individual children • Ability to build good working relationships and rapport with both children and adults • Ability to plan a wide range of indoor and outdoor age-related activities appropriate to the children's needs • Ability to communicate positively and effectively with children 	

		<ul style="list-style-type: none"> • Ability to remain calm under pressure • Demonstrate creativity and an ability to use own initiative • Actively contribute to a happy safe and supportive play environment • An ability to resolve routine problems independently • Ability to lift and undertake manual handling 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • To be flexible and adaptable to changing circumstances and situations • Observant and alert to potential danger to pupils • Motivated and energised • Awareness of and commitment to equalities issues 	
Special Requirements		<ul style="list-style-type: none"> • Understand and implement safeguarding and child protection procedures • Commitment to the Academy's aims, ethos and vision • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	

Academies Enterprise Trust



Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have to access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google for Education

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!



Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.



Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you

are appointed, in which case the data you have supplied will form the basis for your individual staff record.