



# MIDDAY SUPERVISOR

**GRADE: 04 (Point 03)**

**ACTUAL SALARY: £4,124 (£10.79 per hour)**

**(Awaiting NJC Pay Award 2023-4)**

**Contract: 8.75 hours per week, 38 weeks per year**

**Start Date: TBC**

## CANDIDATE INFORMATION PACK



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## 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 Midday Supervisor position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

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

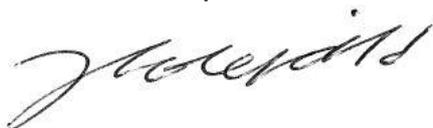
We are eager to appoint Midday Supervisors who enjoy working with children and young people and are able to work as part of a team to provide supervision of pupils throughout the midday break in classrooms, the dining hall and on the playground.

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 Tracey Richards on 01332 880208, via email to [trichards@holbrookschoolforautism.co.uk](mailto:trichards@holbrookschoolforautism.co.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://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 Multi-Academy Trust currently comprises of twelve 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 850 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies, a Day 6 Provision, and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. 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 we can achieve more for our pupils as a collective group of schools than we could separately. 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 Midday Supervisor 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.

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 and experience to fulfil the role.

The closing date for applications is 23:59 on 15 October 2023 and interviews for this post will be held on week commencing 16 October 2023.

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](http://www.holbrookautism.derbyshire.sch.uk)

## The advertisement

**Job Title:** Midday Supervisor

**Location:** Holbrook School for Autism, Portway, Holbrook, Belper, DE56 0TE

**Grade/Scale:** Grade 04 (Point 03) Actual Salary £4,124 (£10.79 per hour) (Awaiting NJC Pay Award 2023-4)

**Start date:** TBC

**Contract:** 8.75 hours per week, 38 weeks per year

Holbrook School for Autism is a successful school and is proud to meet the educational and social needs of pupils aged 4 – 19 with Autism Spectrum Disorder, Severe Learning Difficulties and who have challenging behaviour as a result of their communication difficulties and their lack of social understanding. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We are looking to appoint Midday Supervisors for the supervision of pupils throughout the midday break in classrooms, the dining hall and on the playground. 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, Westfield Health membership and free parking.

For further information, please contact Tracey Richards on 01332 880208, via email to [trichards@holbrookschoolforautism.co.uk](mailto:trichards@holbrookschoolforautism.co.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://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: 15 October 2023 (23:59)**

**Interview date: week commencing 16 October 2023**

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: Midday Supervisor Esteem Multi-Academy Trust

<b>Post Title:</b>		Midday Supervisor
<b>Location:</b>		Holbrook School for Autism
<b>Purpose:</b>		<ul style="list-style-type: none"> <li>Working as part of a team of Midday Supervisors to secure the safety and welfare of pupils with autism and other special educational needs during the midday break.</li> <li>This will involve effective supervision of pupils in and about the school premises and site in accordance with school policies.</li> </ul>
<b>Reporting to:</b>		Class Teacher / Head of Department
<b>Responsible for:</b>		n/a
<b>Liaising with:</b>		n/a
<b>Working Time:</b>		8.75 hours per week, 38 weeks per annum
<b>Salary/Grade:</b>		Grade 4 Actual Salary £4,124 (£10.79 per hour) (Awaiting NJC Pay Award 2023-4)
<b>Disclosure level</b>		Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>		
<b>To achieve the above</b>		<ul style="list-style-type: none"> <li>To assist teachers and other staff in the supervision pupils throughout the midday break (i.e. the interval between the close of morning school and the recommencement of school in the afternoon).</li> <li>To supervise the movement of pupils: <ul style="list-style-type: none"> <li>Going from class to the dining area.</li> <li>Waiting to enter the dining room</li> <li>To and from the play areas during midday breaks, either inside or outside.</li> <li>To check to see that all pupils return to the classroom</li> </ul> </li> <li>To supervise and assist pupils during the serving and eating of meals and reporting any difficulties to the Teacher/Senior Teacher/Deputy or Headteacher.</li> <li>To leave the dining areas in a tidy condition</li> <li>To supervise pupil activities and behaviour during midday break, ensuring their safety and wellbeing.</li> <li>To ensure that any pupils who suffer accident or injury are dealt with appropriately in accordance with school's agreed procedures</li> <li>To assist, after an appropriate induction period, in the personal care of pupils on the direct instruction of the class teacher.</li> </ul>

		<ul style="list-style-type: none"> <li>• To have due regard for safeguarding and promoting the welfare of children and young people and follow child protection procedures and safeguarding policy adopted by the school.</li> <li>• To adhere to relevant policies and procedures.</li> <li>• To undertake any other reasonable duties commensurate with the grading and level of responsibility of the post.</li> </ul>
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**Other Generic Responsibilities:**

<ul style="list-style-type: none"> <li>• Represent and promote the ethos and values of Esteem Multi-Academy Trust</li> <li>• To take and be accountable for all decisions made within the parameters of the job description</li> <li>• Participate with performance management and training and activities that contribute to personal and professional development</li> <li>• Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities</li> <li>• Provide a high standard of customer service in all dealings internal and external to the MAT</li> <li>• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified</li> <li>• 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</li> <li>• 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</li> </ul>
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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: Midday Supervisor Esteem Multi-Academy Trust

<b>QUALIFICATIONS AND EXPERIENCE</b>		
<b>Essential</b>		<ul style="list-style-type: none"> <li>Working with children and young people (either paid or unpaid)</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>First aid certificate</li> <li>Working with children with autism or SEN (either paid or unpaid)</li> <li>Supervising children with autism or SEN (either paid or unpaid)</li> <li>Moving &amp; handling</li> </ul>
<b>KNOWLEDGE AND ABILITIES</b>		
<b>Essential</b>		<ul style="list-style-type: none"> <li>Ability to supervise children and young people</li> <li>Good communication skills</li> <li>Ability to work as part of a team</li> <li>Ability to be flexible and work in different areas of the school</li> <li>Good basic literacy skills</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>A knowledge and understanding of the welfare and social needs of pupils during midday breaks</li> <li>Awareness of behaviour support</li> <li>Has a good record of attendance and reliability</li> <li>Ability to relate to children and young people with autism and severe learning difficulties in a supportive and sensitive manner</li> </ul>

## 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: 15 October 2023 (23:59)**

**Interview date: week commencing 16 October 2023**

For further information, please contact Tracey Richards on 01332 880208, via email to [trichards@holbrookschoolforautism.co.uk](mailto:trichards@holbrookschoolforautism.co.uk) or visit our website at [www.esteemmat.co.uk/vacancies](http://www.esteemmat.co.uk/vacancies). Please use the relevant application form on the MAT website; CVs alone will not be accepted.