



**North East Derbyshire  
Support Centre**

# **MIDDAY LEARNING SUPPORT ASSISTANT**

**GRADE: 05 (Point 04-05)**

**ACTUAL SALARY: £17,236 - £17,945**

**Pending NJC pay award April 2023**

**Contract: 35 hours per week**

**8am – 3.30pm Monday to Friday**

**(hours may be negotiable for the successful candidate)**

**Term Time only**

**Start Date: ASAP**

## **CANDIDATE INFORMATION PACK**



Version: April 2023

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## 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 and North East Derbyshire Support Centre
- 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 position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

The North East Derbyshire Support Centre provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

We are looking to appoint an enthusiastic and caring individual who is eager to support the Hasland team with food preparation and delivery. The successful applicant will have good interpersonal skills and an ability to be an effective team player, being flexible and willing to work with permanently excluded pupils.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information and/or to arrange a school visit please contact The HR Team via email ([hr@esteemmat.co.uk](mailto:hr@esteemmat.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.

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 750 staff. The total revenue budget for the MAT is approximately £27 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies 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 Ancillary Assistant post at North East Derbyshire Support Centre. I am very pleased that you are considering applying to work at our academy where we all work hard to ensure that every pupil 'achieves their full potential'.

The North East Derbyshire Support Centre provides programmes of education to pupils identified as being at risk of exclusion, or who have already been permanently excluded from mainstream education. We meet the varied and complex needs of children in Key Stages 2, 3 and 4, at sites located in Chesterfield and in the High Peak.

We are looking to recruit someone who can support the team to ensure that pupils have access to breakfast and lunch and assist with the operation of our Food technology classroom and the Hasland site so that it can be function swiftly. This is a fixed term post but may be able to be made permanent depending on funding and pupil numbers for 23-24.

Pupils may be permanently excluded or at risk of permanent exclusion from mainstream and therefore require a curriculum to help them re-engage in education. The Hasland and High Peak sites currently deliver to pupil in KS3 and KS4. We are developing a full blended learning offer with work experience, off site alternative vocational provisions and some peripatetic teaching in pupil's homes to meet pupil need where required. We are undergoing many developments at this time and have a new leadership team to drive the academy forwards with our curriculum offer and quality of buildings. It is an exciting time to join us!

Every child deserves an education. Our primary aim is to support and re-engage young people, enabling them to think positively about their future pathway, and life after the Support Centre, whether that be re-integration into mainstream, further education or employment. Our Vision: "Inspire, Achieve, Exceed"

Our Pupils will:

- Feel safe, valued and trusted
- Recognise and achieve their full potential
- Take responsibility for their behaviour, and make healthy lifestyle choices
- Be positive about themselves and their future
- Be tolerant of others, and of the beliefs and views of others
- Be successful learners, both independently and when working with others
- Be self-motivated and have high expectations

We will achieve this by:

- Creating a safe learning environment, free of stigma and negativity
- Celebrating the success and achievements of every member of the learning community
- Establishing nurturing and supportive relationships between staff and pupils
- Setting high expectations for behaviour and academic success
- Providing a broad, balanced and relevant curriculum that provides the skills, confidence and qualifications to access opportunities in life
- Innovating learning, to engage and inspire
- Promoting tolerance and mutual respect
- Providing opportunities for students, parents and carers to voice opinions which form part of the decision-making process
- Providing an inclusive programme of learning opportunities and experiences that promote engagement

If you are a caring, patient and organised individual with a willingness, or passion, for working with disaffected pupils and can contribute to helping our Hasland site run more swiftly, then I welcome your application.

Further information about our Support Centre can be found on the website at [www.nedsc.derbyshire.sch.uk](http://www.nedsc.derbyshire.sch.uk)

Yours faithfully

*Janine Dix*

Janine Dix

Headteacher



## The advertisement

**Job Title:** Midday Learning Support Assistant

**Location:** Hasland site (The Green, Hasland, Chesterfield, S41 0LN)

**Grade/Scale:** Grade 05 (Point 04-05) £17,236 - £17,945 Pending NJC pay award April 2023

**Start date:** ASAP

**Contract:** 35 hours per week, Term Time Only (39 weeks)

NEDSC is an AP academy for permanently excluded pupils or those at risk of exclusion. We have 3 sites in the north of Derbyshire and have around 130 pupils on roll over the 3 sites.

We are seeking to appoint an enthusiastic individual to support the team and work amongst a range of pupils at our Hasland site in Chesterfield. Pupils may have varying behavioural and educational needs including ASD, ADHD, ODD and social, emotional and mental health needs. Duties will include supporting pupils and members of staff over the breakfast and lunchtime periods. We prepare breakfast on site and lunch is delivered from the secondary school in the village. We require support with the organisation and clearing away of breakfast, and of lunch distribution. We also require assistance with the preparation and clearing of our food lessons so that they can run swiftly for the pupils. Pupils arrive at various time depending on their timetable and so you will be required to support with preparation of drinks and snacks throughout your time on site. Supporting staff wellbeing by preparing drinks at breaks and organising and cleaning of the staff room is also required.

Reporting directly to the appointed Line Manager on site, the ideal candidate will be flexible, motivated and a caring individual who has a passion for supporting children and working as part of a small team.

Benefits include: LGPS Pension Scheme and Westfield Health membership

For further information and/or to arrange a site visit please contact the School Business Manager, Sarah Powell via email ([sarah.powell@nedsc.derbyshire.sch.uk](mailto:sarah.powell@nedsc.derbyshire.sch.uk)), by calling the school 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.

**Closing date for applications: Friday 19 May (23:59)**

**Interview date: week commencing 22 May 2023 if not before**

**NEDSC reserves the right to close this advertisement upon suitable appointment**

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 Learning Support Assistant

<b>Post Title:</b>		Midday Learning Support Assistant
<b>Location:</b>		NEDSC, Hasland site (The Green, Hasland, Chesterfield, S41 0LN)
<b>Purpose:</b>		To work under the guidance of senior staff and within an agreed system of supervision in and out of the classroom, including assisting with the general care and needs of pupils. This will include assisting the food teacher in the management/preparation of resources. The MLS may be required to manage behaviour and assist pupils to undertake set activities. The primary focus will be to ensure continued high-quality learning and pupil welfare.
<b>Reporting to:</b>		Head of Centre
<b>Responsible for:</b>		n/a
<b>Liaising with:</b>		The Hasland site staffing team
<b>Working Time:</b>		35 hours per week, Term Time only
<b>Salary/Grade:</b>		Grade 05 (Point 04-05) £17,236 - £17,945 Pending NJC pay award April 2023
<b>Disclosure level</b>		Enhanced
<b>PRINCIPLE RESPONSIBILITIES</b>		
<b>To achieve the above</b>		<p><b>CORE REQUIREMENTS:</b></p> <ul style="list-style-type: none"> <li>• The post-holder will demonstrate essential professional characteristics, and in particular will: <ul style="list-style-type: none"> <li>○ To support pupils in the breakfast period at tutor time, and lunchtime and in food classes</li> <li>○ Help support the teacher with the management of pupil behaviour in food lessons</li> <li>○ Support with the organisation, preparation, ordering and clearing away of breakfast time, food lessons and lunchtime</li> <li>○ Have some responsibility for the supervision of pupils throughout the midday lunch and break period</li> <li>○ Support pupils whilst they are having a meal and promote good behaviour at all times</li> <li>○ Support with the management of the staff room, staff break time and staff wellbeing by ensuring drinks are available at break</li> <li>○ Supervise use of the toilets</li> <li>○ Organise appropriate recreational activities during the mid-day break, encouraging positive interaction and development of social skills, especially on wet days</li> </ul> </li> </ul>



		<ul style="list-style-type: none"> <li>○ To apply the academy’s emergency procedures as necessary in respect of illness, injury and fire</li> <li>○ To report incidents of concerns to the Head of site in accordance with the Safeguarding procedure of the academy</li> <li>○ To follow the academy’s discipline policy using positive language to encourage acceptable behaviour. To undertake appropriate training as necessary to meet the pupil’s needs.</li> <li>○ To carry out other instructions given by the Headteacher or members of the Senior and Middle Leadership team which reasonably fall within the purpose of the post.</li> <li>○ Engage and motivate pupils</li> <li>○ Improve the quality of pupils’ learning</li> <li>○ Inspire trust and confidence in pupils and colleagues</li> <li>○ Build team commitment with colleagues and in the classroom</li> <li>○ Demonstrate analytical thinking</li> <li>○ Demonstrate empathy with and an appreciation of the care needs of pupils</li> </ul> <p><b>PROFESSIONAL PRACTICE:</b></p> <ul style="list-style-type: none"> <li>● Maintain, develop and apply professional knowledge to enable effective teaching and learning support</li> <li>● Share such knowledge with colleagues to improve whole academy effectiveness</li> <li>● Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour</li> <li>● Respond quickly and appropriately to demands made by individual pupils to meet general care and welfare needs such as proving food and drink</li> <li>● Understand and apply the principles of good classroom management</li> <li>● Understand and apply a range of appropriate support strategies</li> <li>● Be conversant with the academy’s safeguarding policy and actively employ said policy in order to keep pupils across the academy safe</li> <li>● Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.</li> </ul> <p><b>WHOLE ACADEMY ETHOS:</b></p> <ul style="list-style-type: none"> <li>● Where appropriate contribute to the formulation of academy policies</li> <li>● Execute academy policies</li> <li>● Promote the wider aspirations of the academy</li> <li>● Share in the visions and values of the academy.</li> </ul>
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<p><b>Other Generic Responsibilities:</b></p> <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> </ul>
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- 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

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 Learning Support Assistant Esteem Multi-Academy Trust

QUALIFICATIONS AND TRAINING	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Maths and English qualifications (equivalent to: functional skills/GCSE)</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Behaviour Management training</li> <li>Food Hygiene and safety certificates/qualifications</li> </ul>
EXPERIENCE	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Successful experience of working with young people with behavioural needs and/or learning difficulties</li> <li>Experience of working in classrooms setting</li> <li>Experience of de-escalation strategies to support behaviour for learning.</li> <li>Good understanding of food hygiene and food safety</li> <li>Participate in development and training opportunities</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>Working with children with challenging behavioural and/or learning difficulties such as ASD, ADHD, ODD</li> <li>Of previously working in a school kitchen/café/in the food industry</li> <li>Of engaging children with recreational activities</li> </ul>
SKILLS, KNOWLEDGE AND COMPETENCIES	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Good oral and written communication skills</li> <li>Good organisational skills</li> <li>Knowledge and use of Microsoft software and email</li> <li>Ability to maintain accurate records</li> <li>A commitment to teamwork</li> <li>Able to form positive relationships</li> <li>Of the food certificates required by schools</li> <li>Good communication skills</li> <li>Ability to relate well to children and adults and build relationships</li> <li>Ability to relate to children with autism and other difficulties in a supportive and sensitive manner</li> </ul>
PERSONAL ATTRIBUTES	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Energy, optimism, initiative, flexibility and commitment</li> <li>Hard working</li> <li>Reliable</li> <li>Enjoy working with others</li> <li>Personality and sense of humour</li> <li>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect</li> <li>Open, honest and an active listener</li> <li>Takes responsibility and accountability</li> <li>Communicates effectively</li> </ul>
<b>Note 1:</b> In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:	
<b>Essential</b>	<ul style="list-style-type: none"> <li>Motivation to work with children and young people.</li> </ul>



	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Suitable to work with children</li> <li>• Committed to safeguarding and promoting the welfare of children and young people on a daily basis.</li> <li>• Commitment to raising standards of academic and personal achievement</li> <li>• Patient, tactful and approachable</li> <li>• Flexible approach to tasks and workload</li> <li>• Able to undertake a range of tasks as appropriate for the role</li> <li>• Emotional resilience in working with challenging behaviours and</li> <li>• Attitudes to use of authority and maintaining discipline.</li> <li>• Knowledge and awareness of equal opportunities policy and commitment to its implementation</li> </ul>
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**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 CPD training and activities that contribute to personal and professional development for self and others within the academy
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- 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 the Headteacher to undertake work of a similar level that is not specified in this job description
- The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust

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.

The postholder will comply with Health and Safety requirements and specifically will take reasonable care of him/herself and other persons who may be affected by his/her acts or omissions at work (Health and Safety at Work Act 1974), and other relevant employment legislation and school policies.

The Headteacher and governing body reserve the right to amend the job description at any time after consultation with the post-holder.

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 pupil'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 2022' 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: Friday 19 May (23:59)**

**Interview date: week commencing 22 May 2023 if not before**

**NEDSC reserves the right to close this advertisement upon suitable appointment**

For further information and/or to arrange a site visit please contact the School Business Manager, Sarah Powell via email ([sarah.powell@nedsc.derbyshire.sch.uk](mailto:sarah.powell@nedsc.derbyshire.sch.uk)), by calling the school 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.