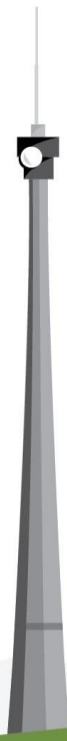
Information Booklet

Apprentice Educational Support Assistant



A warm welcome from the

Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School, Scissett Middle School, Scholes Junior and Infant School and Grange Moor Primary School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of six schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

About Shelley First School

We hope you find the information contained within this information pack useful in getting to know us and understanding what our values are as a school.

Shelley First School is a small, popular village primary school set within a semi-rural part of Huddersfield. There are currently 160+ pupils on role, from Reception to Year 5. School is a member of the 'Mast Academy Trust', comprising Scissett Middle School, Birdsedge First School, Grange Moor Primary, Scholes Junior and Infant School (Holmfirth) and Kirkburton Middle School. Most pupils come to us from the surrounding village of Shelley and then transfer to Kirkburton Middle School at the end of Year 5. Close links exist at all levels between schools throughout they pyramid, ensuring continuity, progression and effective transfer between phases. Although we don't have a Year 6 at Shelley, we work hard to make sure our pupils are Y6 ready and liaise closely as they transition.

We say at Shelley that 'Together we Succeed' and this ethos permeates every aspect of school life, beginning right at the start in our OFSTED outstanding Early Years Provision which provides a seamless and well-crafted transition from nursery to school for our youngest learners. With our passionate and experienced team of staff, our carefully constructed curriculum and our extensive and rich outdoor space, Shelley children go on to grow and flourish: there are plentiful opportunities for sport, outdoor learning, forest school and so much more. Shelley First builds leaders for tomorrow with opportunities to join the school council, the eco forum, become head boy or girl, a house captain, or take up positions of responsibility supporting the younger members of our nurturing school. Here at Shelley, our standards are high and pupils love to learn: attendance is well above the national average and we hold a range of awards from Investors in Pupils, gold Artsmark and Musicmark awards and silver School Games award. What makes Shelley truly unique is its position at the heart of the community and its wonderful outdoor spaces. The school hosts events such as a school Christmas Performance, a Reindeer run, a Summer Serenade and a Christmas Fayre, plus creative weeks, careers weeks and much more, and these are central to our ethos – something that everyone in the community can be involved in. Together, we create everlasting memories and the strongest of foundations for our children: it's really true, here at Shelley First, that 'Together, we succeed'.

Our vision at Shelley is to provide a joyful, nurturing and truly inclusive environment where every child achieves, feels safe, valued and proud to belong where every child fulfils their unique potential with confidence, creativity, and curiosity. We want to grow compassionate, respectful individuals who lead with empathy and courage, embracing new opportunities with enthusiasm and resilience: in a nutshell, enthusiastic explorers with a lifelong love of learning!

We live this through our foundations: **S**hare, **H**elp, **E**ncourage, **L**ove, **L**earning, **E**veryone, **Y**ou can! We specialise in supporting, nurturing and guiding children through this formative time in their lives – emotionally, socially and academically – in order that they can achieve well and feel safe. We believe strongly in the importance of inclusion, the development of the whole child and meeting the needs of the individual. To this end, we provide a broad and balanced curriculum together with an extensive range of enrichment and extra-curricular activities. Attendance is excellent, bullying is rare and pupils tell us they feel safe and well-cared for. We are a school which has safeguarding and children's safety and happiness at its heart.

We think Shelley First School is brilliant: we're a warm and ambitious team who have amazing children and amazing staff and parents. If you're someone who shares our Shelley values and think you could support our children, especially those with SEND to fulfil their potential and thrive then please apply, because we all believe here that 'Together We Succeed' and making a difference is what we do!

Liz McLoughlin

Head Teacher

Apprentice Educational Support Assistant

For The Mast Academy Trust

Organisation	Shelley First School
Apprenticeship level	Level 3 – 18-month duration
Hours	32.5 hours per week Term time only Flexible hours to be discussed and as required to meet the needs of Trust governance.
Salary	£8.00 per hour for year 1 (in line with apprenticeship rates)
Job share	Not applicable
Location	The primary place of work shall be Shelley First School, you may be required to work at any school within the Trust.
Responsible to	Liz McLoughlin Head Teacher

JOB CODE	SFSAESA1126

The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.

Overview

Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. Birdsedge First School is part of The Mast Academy trust who is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

We offer regular support to help you to develop within both your current role and future career. We will also support and encourage you to undertake further training and development. There are a variety of admin and business support duties that may form part of your job it will be expected that you deal with information which may be confidential.

This job is part of our Education Support job family which plays a key role in supporting schools to deliver high quality services.

Basic Job Purpose

To work under supervision, direction and guidance of the Teaching/Senior Staff. Assisting the Teacher in the overall delivery of the Curriculum and undertake work/care/support programmes to enable access to learning for all pupils and the Teacher in the management of pupils in the classroom.

You will be expected to carry out your duties in line with the Trust and their school's policies, procedures and relevant legislation.

Work may be carried out in the classroom or outside the main teaching area.

Main Responsibilities – Apprentice Educational Support Assistant

General Duties

- To work as part of a team to be responsible for the supervision of students/pupils on the school site.
- To assist in securing the health, safety, welfare and good conduct of pupils. To support activities and good behaviour in accordance with the practices and procedures of the school.
- To work under supervision, direction and guidance of the Teaching/Senior Staff. Assisting the Teacher in the overall delivery of the Curriculum and undertake work/care/support programmes to enable access to learning for all pupils and the Teacher in the management of pupils in the classroom.

Teaching Support

- To undertake duties in accordance with school practices and procedures, ensuring the job holder actively upholds and promotes the philosophies of the school.
- To work under the direction of the Class Teacher ensuring that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.

- Under the guidance of the Teacher, supervise activities and assist with the general management and control of pupils in school.
- Under the direction of the Teacher provide one to one support to pupils or working with small groups of pupils on pre-planned activities, to reinforce the Teacher's approach.
- To ensure that progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for pupils.
- To provide basic clerical duties where required e.g. photocopying, filing etc.
- Under the guidance of the Teacher ensure equipment or materials are suitable for the learning activities. Prepare materials and teaching aids where necessary.
- Under the guidance of the Teacher, work with individuals or groups of pupils in accessing school library and in the use of ICT and other relevant resources to support learning.
- To participate in and assist in supervision of educational visits, in conjunction with the Teacher/Line Manager.
- As directed by the Teacher to promote good pupil behaviour, dealing promptly with conduct and incidents in line with established policy and encourage pupils to take responsibility of their own behaviour.
- To undertake relevant training and development as required from time to time by the Headteacher or LA, and be involved in ongoing development reviews of skills and competencies.

Pupil Support

- To provide support and guidance under the direction of the Teacher on a one to one basis or to teams of pupils in their core skills and curriculum needs as per school policies/practices.
- To actively encourage the inclusion of all pupils to participate in the life and activities of the school and access the national curriculum to the best of their ability.
- To provide individual assistance or assistance within groups through implementing behaviour plans, Individual Education Plans and teaching strategies etc, to maximise their achievements.
- To contribute to plans, reviews and evaluations of pupils by monitoring and recording pupils' progress and attendance at meetings as required.
- To provide lunchtime cover as required.

Curriculum Activities

- Under the direction of the Teacher, assist in the structured and agreed learning activities/teaching programmes.
- To contribute in the presentation of pupils' work and maintenance of display areas.
- To assist with the preparation and tidying of the classroom and upkeep of resources.
- To attend and contribute to duty related meetings as required.

Supervision of Pupils on School Premises

<u>Activity support assistant, lunchtime supervision</u>

- To supervise areas, both indoors and outdoors, where students/pupils congregate during lunchtime, maintaining Health & Safety practices.
- Taking account of relevant practices and procedures, to supervise and monitor activity areas, corridors, toilets, classrooms etc as required.
- To supervise students/pupils eating their meal on school premises, in specified areas set aside for dining purposes which includes issues such as dealing with spillages.
- To supervise queues waiting to enter specified dining areas.
- To encourage and develop social skills such as mutual respect and trust.
- To be aware of cultural and social factors which may have an effect on the supervision of the students/pupils.

- To encourage positive behaviour through implementation of school's behaviour policies and practice and dealing with incidents as directed.
- To encourage students/pupils understanding and knowledge of the impact of their actions within the remit of Health and Safety.
- Assist within the parameters of school positive behaviour practices and procedures, assist as appropriate to promote the maintenance of Health and Safety.

Further Duties

- To carry out additional tasks deemed reasonable by your line manager
- To undertake performance management and to contribute to the programme as required / agreed.
- To undertake and commit to your continued professional development

General

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
- Carry out your duties with due regard to current and future school / Trust policies, procedures and relevant legislation. These will be drawn to your attention as part of your induction and ongoing performance development and through school communications
- Promote and actively support the Trust's responsibilities towards safeguarding.

Apprentices must show commitment to the following:

- To achieve apprentice framework (Key Skills, NVQ and Technical Certificate) within the specified time frame
- Attend the apprenticeship induction programme
- Attend all of the training sessions for the programme whenever necessary
- Undertake any other required development work as part of the apprenticeship programme as requested
- Any other duties as deemed appropriate by senior staff.
- To complete training assignments and maintain a student portfolio, which will be assessed by an assessor Framework.

The above list is not exclusive or exhaustive, and the school may require the job holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities you are required to promote and actively support the School's responsibilities towards Safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Person Specification - Educational Teaching Assistant Apprentice

E	Essential	**A**	Application Form
D	Desirable	**T**	Test/Exercise
		I	Interview
		R	References

Qualifications & Experience		
D	GCSE's (or equivalent) in Maths and English at 4/C and above	**AI**
Knowledge, skills and abilities		
D	Ability to undertake a variety of administration tasks	**ATI**
D	Ability to work accurately	**ATI**
D	Knowledge of health & safety issues	**AI**
D	Understanding of equal opportunities	**AI**
D	Ability to work with people with disabilities and Special Educational Needs	**AI**
D	Ability to work within a team	**I**
D	Ability to communicate effectively with staff and users at all levels	**I**
D	Awareness of customer care	**I**
D	Demonstrate confidentiality	**I**
D	Awareness of Data Protection / Safeguarding	**I**
Personal Qualities		
E	Commitment to undertake continued training and development	**I**
E	Willingness to undertake an enhanced Disclosure and Barring Service check.	**I**
E	Be approachable, flexible and have a sense of humour	**I**
E	Demonstrate flexibility/adaptability and reliability.	**I**
E	Personal values are consistent with those of the school	**I**
E	Demonstrate ability to use an innovative/positive/enthusiastic approach to work	**I**

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this pack.

Applying for the role of Apprentice Educational Support Assistant

If you wish to apply for the post of Apprentice Educational Support Assistant then please complete the application forms found on https://www.themast.co.uk/job-vacancies

Application is via the Trust's online application form only, separate submissions or supporting documentation will not be accepted; all information should be provided within the relevant sections of the application form. You have the option to save and edit your application prior to submission. As the application form is hosted on Microsoft Forms, you may wish to copy and paste any larger sections of text into the form.

If you require support to complete the application please contact cgray@themast.co.uk or telephone 01484 598898 to speak to the HR department.

The job code for this role is SFSAESA1126

If you would like an informal discussion with regards to the role prior to applying please contact Cam Richardson or Liz McLoughlin 01484 604484 or email shelleyoffice@themast.co.uk

Shortlisting

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

Dates

The closing date for applications is Monday 7th December 2026 @ 9:30am

The interview date is expected to take place Wednesday or Thursday 16th or 17th December.

If we have not contacted, you by 11th December please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate would be January 2027.

Please accept this as acknowledgement of the time and interest you have shown.