



Application Support Pack



Welcome from The Head Teacher

Dear Applicant,

Thank you for your interest in this exciting opportunity at Bracken Hill School.

Bracken Hill is a special school located in Kirkby-in-Ashfield, catering to students aged 4–18 with a wide range of learning needs. We aim to create a nurturing environment where every student feels safe, valued, and empowered to achieve their full potential. Central to our ethos is a commitment to respect, kindness, and fostering an inclusive community that celebrates diversity and individuality.

As the Headteacher of Bracken Hill School, I am incredibly proud of the dedication and professionalism of our staff, who consistently go above and beyond to support our students. Every day, we work together to tailor our approaches to the individual needs of each learner, ensuring they not only succeed academically but also grow socially and emotionally.

We are seeking applications from individuals who share our passion for making a difference. The role requires not only the necessary skills and experience but also resilience, creativity, and a genuine commitment to supporting young people with additional needs. If you believe you have what it takes to contribute positively to our school community, we would be delighted to hear from you.

I encourage you to read through the application pack carefully to gain a deeper understanding of what this role entails. Should you wish to gain further insight into life at Bracken Hill, we warmly invite you to arrange a visit by contacting the school office at 01623 477268.

Thank you for considering this role and I wish you the very best of luck with your application.

Yours faithfully,
Gareth Allen
Executive Headteacher, Bracken Hill School

Welcome from Esteem Multi-Academy Trust

Dear Applicant,

Thank you for your interest in a role at Esteem Multi-Academy Trust (MAT). This is a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time. If you think you have got what we are looking for, we look forward to receiving your application for consideration.

To learn about some of the fantastic work going on across the Trust, check out the Esteem MAT's LinkedIn [page](#).

For further information on the role, please get in touch with the dedicated point of contact outlined in the Job Advert or visit our [website](#). If you are interested in a role, please complete your application form on MyNewTerm before the deadline by clicking the Apply now button; please note, CVs alone will not be accepted. If you have any difficulties completing your application form, please contact the HR team on hr@esteemmat.co.uk

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer



About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of fourteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands.

However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities
- Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.

We will deliver high standards and value for money from our support services, resources, estate and technology.

We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

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 2024' 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

Applications are completed online via MyNewTerm via the Esteem MAT [Website](#).

After the closing date, shortlisting will be conducted by a panel who will match your skills 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 essential or necessary for 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 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.