



# Application Support Pack



## Welcome from The Executive Head Teacher

Dear Applicant,

Thank you for your interest in this role at Elmsleigh Infant and Nursery School. I am very pleased that you are considering applying to work in our successful school.



Elmsleigh Infant and Nursery school is a small school and because of this, all of our pupils, parents/carers and staff feel part of the close-knit community. At Elmsleigh everyone puts in exceptional effort to ensure that everyone achieves their fullest potential. We pride ourselves very much in working closely with parents to create a happy and successful partnership to enable children grow to be the best they can be.

The first years in school are vital in the development of attitudes and therefore we ensure that every child will develop a positive enquiring mind, in a stimulating learning environment, in order to develop a well rounded character.

At Elmsleigh Infant and Nursery School we pride ourselves on creating a rich and exciting learning experience for all children, including those who have additional and Special Educational needs, of which we have a higher percentage (around 40%) than a typical mainstream infant school. All education in school is highly adapted and is rooted within curriculum pathways. These pathways are underpinned by our school values, which are *respect, responsibility, compassion, resilience ambition and community*.

As well as making a positive contribution to the lives of our pupils, we can offer you:

- a supportive, collaborative, and friendly staff environment in a setting where you will have the chance to make a real and positive impact on the lives of Elmsleigh Infant and Nursery School 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, experience, and strength of character to fulfil the challenges of the role. Visits to the site are encouraged, please contact the school on 01283 216883 to arrange this.

I wish you well in your application.

Yours faithfully,

Nicola Price  
Executive Headteacher

## About Elmsleigh School

Elmsleigh Infant and Nursery School is a mainstream school with an Enhanced Resource Unit for pupils with Special Educational Needs providing education and support for children aged 2-7 years old. We currently have 148 pupils on roll. We have a class of Reception aged children, two Year 1 classes and two Year 2 classes. This year, 40% of our children have a high level of Special Educational Needs and needs adaptations for their learning with an adapted class or within the mainstream classes. Alongside the five mainstream classes we have three adapted classes: Rainbows for pupils with Complex Autism, Butterflies for pupils with low cognition and Foxes for pupils with Social, Emotional and Mental Health Needs.

At our school we have a strong curriculum design and well adapted learning activities and environments, meaning that we are highly inclusive. This ensures that all of our pupils (who are wide ranging in terms of cognition and ability) are challenged appropriately with a bespoke curriculum. Each class ignites curiosity and a love of learning. At the heart of each design is a clear vision which is underpinned by our school values.

We strive to enable all our pupils to 'grow to be the best they can be'.

Further information about our academy can be found on the website at:

<https://www.elmsleighinfantschool.co.uk/>

## 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](mailto: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 score your application against the person specification, 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 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.