



PEAK EDGE
ACADEMY TRUST



Placement and Work Experience Programme

Introduction

Are you looking to gain experience of working in an educational setting?

At Peak Edge, we believe every young person has the right to an excellent education, to feel safe and enjoy stimulating learning that inspires them. Everyone involved with Peak Edge subscribes to the same core values and moral purpose. This helps us to best support each other and help our adults to develop alongside our young people.



As part of this approach, we offer placements and work experiences that can provide you with an opportunity to acquire the general skills, training, knowledge, and work habits necessary to obtain employment in an educational setting. This booklet will provide you with information about the different opportunities that you can access in Peak Edge schools whether you are looking for work experience while attending a Secondary School or seeking to broaden your knowledge as an adult who is looking for employment or further training. Schools can offer a host of varied and fulfilling roles to cater for all personalities and interests. No two days are ever the same here at Peak Edge. Take a leap of faith and be part of our team.

Peak Edge is based in North West Sheffield and was established in 2019 as a partnership between like-minded partner schools with excellence at the heart of all that we do.

Admin roles

In many ways, our Administration staff are at the centre of our school teams. They offer a welcoming face to visitors and our communities as well as supporting other staff to do their jobs effectively. Without admin staff, we would be unable to deliver such a high quality of education and it is through our admin teams that our schools are kept running efficiently.



School administration roles cover a wide variety of experiences. Our admin staff can deal with enquiries both in person, via telephone and email and strategically manage our finances and both human and physical resources. They play a crucial role in the day-to-day life of a school by providing a wide range of administrative support to keep everything running as smoothly as possible.

Placements within one of our admin teams are suitable for applicants who are people focussed and good communicators. You should be flexible and able to work well as part of a team. You should also be able to prioritise successfully and use computer systems effectively. There are also roles for those with an aspiration to use higher level finance management systems. As such, strengths in core subjects such as Maths and English are highly desirable.

We will offer you the chance to gain experience of working with and being mentored by a highly experienced and skilled staff team. You can expect to apply your existing skills and knowledge in a busy office and gain transferable skills that can be used in a variety of careers.

Classroom roles

Are you thinking about an exciting career opportunity working with children?

Peak Edge can offer you a variety of unique classroom experiences at the highest level within a number of different settings. Our schools vary in size and character and can provide you with a broad range of experiences from Nursery through to Year 6. Within our inspirational schools, we aspire to offer opportunities to support children in mainstream classes and within our Integrated Resources (the additional provision we offer to our learners with SEND).



All Peak Edge schools offer a number of different classroom based roles and experiences that can be tailored for whichever career pathway most interests you. These include:

- 1:1 support – working with one child to enable them to access each school’s bespoke curriculum or supporting them with their social and emotional needs.
- Small group work, including leading a group reading session
- Shadowing our high quality and experienced members of staff
- The opportunity to plan, deliver, and reflect upon a small group task
- Preparing resources to support learning

Whatever your choice, time in a Peak Edge school would guarantee the chance to:

- Observe practise of the highest standard
- Support children with their learning
- Prepare learning resources

The role requires you to be enthusiastic, hardworking and approachable, and in return you will receive a rewarding and fulfilling experience. We welcome people who want to share their strengths to enhance our children’s learning experiences. As part of our offer, we also aim to provide the opportunity for coaching and reflection throughout your time in school.



Sports Leadership

At Peak Edge Trust, we value and promote healthy living through an active lifestyle. This begins right from the Early Years and continues every day throughout our learners' journeys during their primary years.



We deliver this through a variety of ways, but in some member schools, bespoke Sports Coaching and Leadership roles have proven to lift standards well above national expectations with evidence of a multitude of successes, both personally and school-wide. If you are an individual who wishes to seek out experience with outstanding professionals in their field then this opportunity is unparalleled.

We offer experience by means of shadowing an experienced professional's day-to-day routine with mentoring, coaching and guidance in preparation for leading sporting activity sessions with our pupils in a chosen sport or sports over a lunchtime or break. Group participation, and the ability to share your thoughts with clarity and enthusiasm, is an expectation for any individual seeking to undertake this role, but the risk is always worth the reward as it can be fulfilling on many levels. An element of time in the classroom is also present too, and provides options for further experience in a teaching or classroom support role.

This job role is becoming increasingly evident in the primary age group, and experience is essential before undertaking any higher-level training: at Peak Edge we aim to offer you the best through inspirational role models and balanced, broad-ranging, and enriching sporting curricula in our schools.

Placements are limited to three per calendar year and are available at the Loxley and Bradfield-Dungworth Primary School sites.

Premises roles

Premises staff are an invaluable part of the school team. They are responsible for the upkeep of the school buildings, liaising with outside contractors, managing teams of cleaners and ensuring health and safety legislation is adhered to. Premises staff often have early starts and late finishes. Whether it is fixing taps or mending tables, premises staff are our unsung heroes.



Are you interested in a career using trade skills? Would you like to be Jack of all trades? Do you like finding solutions to problems and are you a hardworking person? If you are driven by providing the best learning environment for our children, then a role with our premises staff could be for you.

You will

- have the opportunity to work alongside current premises staff to develop your trade skills
- start to learn about key health and safety legislation
- learn to communicate with a range of staff in school
- experience managing a budget.

If this is you, Peak Edge can offer you the opportunity to put your skills to the test.

How to apply

If you would like the opportunity to volunteer within Peak Edge, please contact the school office by emailing using the addresses below to request an application pack.

Within the email sent to you from the school, there will be an application form, a link to complete a DBS check (including an explanation of how to complete this online) and the school's induction pack.



Bradfield Dungworth Primary School
Loxley Primary School
Nook Lane Junior School
Oughtibridge Primary School
Stannington Infant School
Stocksbridge Nursery Infant School
Wharncliffe Side Primary School

enquiries@bradfielddungworth.sheffield.sch.uk
enquiries@loxley.sheffield.sch.uk
enquiries@nooklane.sheffield.sch.uk
enquiries@oughtibridge.sheffield.sch.uk
enquiries@stannington.sheffield.sch.uk
enquiries@stocksbridge-nur.sheffield.sch.uk
enquiries@wharncliffeside.sheffield.sch.uk

Application Form

Please complete the application form which will provide us with further information around the type of experience you are looking for. Within the form, there are a number of sections to complete including personal details, relevant employment/volunteering history, criminal offences and an area for you to provide a supporting statement. The form will also ask you to provide details of when and how long you are available for. As part of our safeguarding processes, we also ask you to provide two referees on the form. We will contact the referees directly and ask them to complete a short form. Please email the application form back to the school once it has been completed.

DBS

DBS checks in education are an essential safeguarding tool to ensure the safety and well-being of children within our schools. We will require you to complete the DBS form which will provide us with an enhanced DBS. Please follow the link sent within the email. The information outlining the type of evidence we will need to see will be within the email. You will receive a certificate once the checks have been completed and the school will also receive a notification. Before you start your volunteering, we will also be required to see a paper copy of your DBS certificate.

School's Induction Pack

The induction pack will include copies of the school's policies and procedures. You will be required to read these documents prior to starting the role. Any documentation that needs to be signed will be given to you during your first visit.

Once you have completed the documents above, the school will contact you directly to discuss a starting date.

We look forward to hearing from you!



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