



# **Permanent Teacher – TLR2 Recruitment Pack**



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# Welcome Letter

Dear Candidate,

Thank you for your interest in this role within the Astrea Academy Trust.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Libby Nicholas**

Chief Executive, Astrea Academy Trust





## A Warm Welcome, from Jonathan Moody, Principal, Edenthorpe Hall Primary Academy

Dear Candidate,

Thank you for your interest in this post at Edenthorpe Hall Primary Academy.

This is an exciting opportunity for someone with experience of a primary school setting to join us to help to make a real difference. The academy has undergone substantial change and is well placed now to become a highly performing school.

The academy is organised in single age classes. All year groups for 2018-19 will be single form entry except in Y6 where there will be 2 classes. Teachers will work in phases from September – Y1/2, Y3/4 and Y5/Y6. We currently use Cornerstones curriculum but are looking to develop this further so that we have a truly inspiring and innovative offer for our children which prepares them fully for the world in which they live. This will include the use of our outdoor spaces.

We are looking to welcome teachers who have a proven track record of good and outstanding practice and who will bring enthusiasm and commitment to providing a world class education for our children, truly inspiring them beyond measure. The successful candidate will be able to inspire children and adults alike and will hold our Astrea values and dispositions close in everything they do.

We need someone who has high expectations and who has ambition for the children in their care and for their own professional development. We are looking for a person who will be an active member of the school community, the Doncaster Hub and the wider Astrea Trust. Applications are welcome from NQTs and experienced teachers, including people on Upper Scale who can strongly evidence excellent practice and what they would bring to our academy which would add capacity for improvement.

You are warmly welcomed to come to see the academy on either Monday 5<sup>th</sup> February at 3.45; Thursday 8<sup>th</sup> February at 9.15; Monday 19<sup>th</sup> February at 3.45 or Thursday 22<sup>nd</sup> February at 9.15. Please contact me at [jonathan.moody@astreaedenthorpehall.org](mailto:jonathan.moody@astreaedenthorpehall.org) to make an appointment.

I look forward to receiving your application and hopefully discussing further with you at our selection process on Wednesday 7<sup>th</sup> March.





## Astrea Academy Trust

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.





# Astrea Academy Trust Ethos

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

## Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

## Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

## Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Reach4thestars**

## Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

## Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

**You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website:** <https://astreaacademytrust.org/>



# Astrea Academy Trust Family

## Academies currently within Astrea Academy Trust:

- ★ Atlas Primary Academy, Sheffield
- ★ Byron Wood Academy, Sheffield
- ★ Carrfield Primary Academy, Rotherham
- ★ Castle Academy, Doncaster
- ★ Cottenham Village College, Cambridgeshire
- ★ Denaby Main Primary Academy, Doncaster
- ★ Edenthorpe Hall Academy, Edenthorpe
- ★ Gooseacre Primary Academy, Rotherham
- ★ Greengate Lane Academy, Sheffield
- ★ Hartley Brook Primary Academy, Sheffield
- ★ Hatfield Primary Academy, Sheffield
- ★ Hexthorpe Primary Academy, Doncaster
- ★ Highgate Primary Academy, Rotherham
- ★ Hillside Academy, Doncaster
- ★ Intake Primary Academy, Doncaster
- ★ Kingfisher Primary Academy, Doncaster
- ★ Lower Meadow Primary Academy, Sheffield
- ★ Netherwood Academy, Barnsley
- ★ The Centre School, Cambridgeshire
- ★ The Hill Primary Academy, Rotherham



# Job Description

**Position:** Teacher

**Salary:** MPS or UPS TLR2

**Contract:** Permanent

**Reporting to:** Principal

**Location of this position:** Edenthorpe Hall Academy, Doncaster

## Purpose of Job

- To teach primary age children and to undertake associated pastoral and administrative duties as well as other general responsibilities in the academy as agreed with the Principal.
- Curriculum co-ordinator of XXXX throughout the academy.
- Liaison with pyramid, secondary colleagues and the MAT.

## Employment Duties

All teachers will be expected to fulfil the requirements of the DfE. as set out in the most recent 'School Teacher's Pay and Conditions Document'.

## Particular Responsibilities

1. Create a caring atmosphere in which effort and achievement are rewarded but where it is safe to fail.
2. Create a challenging environment in which learning takes place.
3. Organise classroom resources in such a way that encourage self-reliance and independence on the part of the child.
4. Provide mainly first hand experiences as a stimulus for learning.
5. Provide a variety of practical tasks to reinforce development and encourage understanding.
6. Ensure that all children receive the broad, balanced curriculum to which they are entitled including the National Curriculum.
7. Plan topics, tasks and experiences, including visits outside school, to take account of the individual needs, aptitudes and abilities of all the children,
8. Produce written evidence of short and long term curriculum planning.
9. Gather evidence and record the development and progress of each child.
10. Promote and develop good relationships with parents and other agencies.
11. Provide equality and opportunity for all children.
12. Keep up to date by attending courses, in-service days and reading relevant materials.
13. Take shared responsibility by promoting good behaviour throughout the academy.
14. Register the attendance of pupils in accordance to D.f.E.S. and L.A. regulations.
15. Supervise ancillary staff and parents when helping in your classroom.
16. Supervise, organise, allocate tasks and encourage students working in your classroom.



17. Supervise and, as far as practicable, teach any pupils whose teacher is absent without prior notice when the Principal is unavailable to take an absentee's class.
18. Use wisely any capitation allowance or school fund money when purchasing items for academy use.
19. Inform the Principal of new items you would like to introduce into school.
20. Accept responsibility for curriculum areas negotiated between yourself and the Principal.
21. To carry out duties in accordance with the Health and Safety at work Act, adopting safe working practices, in accordance with the Council's Safety Policy.
22. To undertake other duties and responsibilities as required from time to time commensurate with the grade of the post.

### **Subject Lead**

1. Keep abreast of national and local requirements and initiatives and disseminate these to colleagues and incorporate into academy policy if appropriate.
2. Monitor and evaluate XXXXX work throughout the academy with particular regard to coverage, continuity and progression.
3. Lead the staff in discussion appertaining to good policy and to review such policy as appropriate.
4. Work co-operatively with colleagues to ensure planning, delivery and evaluation of the curriculum.
5. Act as advisor.
6. Cascade via staff meetings any relevant information/ideas following appropriate courses attended.
7. Collect and organise appropriate resources.
8. Lead on the development of assessment without levels in XXXXX.
9. Take a lead role in pupil progress meetings;
10. Take on the role of appraiser for line managed staff.

### **Appraisal**

Targets to be set & reviewed annually – see separate sheet. Identifying strengths and areas for further development. Objectives/targets in line with Appraisal Policy, DfES regulations, School Pay Policy.

To be appraiser for line managed staff.

### **Further Statement**

The job description and allocation of particular responsibilities may be amended from time to time.

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**

## **Person Specification**





<ul style="list-style-type: none"> <li>• Commitment to the profession showing vision &amp; drive</li> <li>• Promotes equality of opportunity for all</li> <li>• Committed to safeguarding children</li> <li>• Commitment to ensuring a nurturing environment</li> <li>• Ability to lead effective meetings with a clear agenda</li> <li>• Have a personal impact and presence</li> <li>• Ability to self-manage and meet deadlines</li> </ul>	<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	<p>Y</p>
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## Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. 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, 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 in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our students.

**The Trust’s Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**



Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

*Keeping Children Safe in Education 2016*

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.



# Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

## Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

- Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, 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, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, 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, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

## Interview Process

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address



- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance



## How can I Apply?

This is an exciting and very rewarding role and we look forward to receiving your application.

**Please complete and send the Application Form and Equal Opportunities Monitoring Form which are available together with this document to the below contact;**

**Name: Jonathan Moody**

**Position: Principal**

**Contact: [jonathan.moody@astreaedenthorpehall.org](mailto:jonathan.moody@astreaedenthorpehall.org)**

### The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.