

# Recruitment Pack

Class Teacher



HEARTS  
ACADEMY  
TRUST

| <b><i>Contents</i></b>            | <b><i>Page</i></b> |
|-----------------------------------|--------------------|
| <i>Letter of introduction</i>     | 3                  |
| <i>Ethos and vision</i>           | 4                  |
| <i>About the schools</i>          | 5                  |
| <i>Advertisement</i>              | 6                  |
| <i>Job description</i>            | 7                  |
| <i>Person Specification</i>       | 8                  |
| <i>Child Protection</i>           | 9                  |
| <i>Information for Applicants</i> | 10-11              |
| <i>How to apply</i>               | 12                 |
| <i>Our schools</i>                | 13                 |



HEARTS ACADEMY TRUST

Dear Applicant

Thank you for your interest in the position of class teacher at the HEARTS Academy Trust.

HEARTS Academy Trust is an education charity that has a proven track record of school improvement and transforming schools in challenging circumstances, particularly in areas of White British disadvantage. We are a growing Trust and are looking to build a highly skilled teaching and learning team. We are also a Teaching School with a large alliance of schools in our partnership as well as a School Direct employer of salaried and non-salaried student teachers.

These posts will deliver hugely positive life chances for our pupils in their studies and personal development. They provide the opportunity to join a dynamic team working across a small family of schools. Class teachers will be supported by Key Stage lead teachers, Lead Practitioners and Directors of Learning.

We are looking to appoint Teachers that are eager to build a career and develop their experience, adding value to our academies both in and outside the classroom.

You will be joining a highly innovative, inspirational and ambitious organisation, so we are seeking candidates who have the potential to be outstanding and can realise the highest possible quality of services to support our educational vision. You will be part of a team that offers effective support to colleagues, to enable the organisation to achieve the best possible outcomes for students.

These are exciting and very rewarding roles and we look forward to receiving your application.

If you would like an informal discussion about this role or would like to arrange a visit, please contact the Head of School.

Yours faithfully

Debbie Rogan (Executive Head and CEO)

**HEARTS** Academy Trust, 2 Mount Road, Wickford, SS11 8HE

Tel: 01268 572672

[www.heartsacademytrust.co.uk](http://www.heartsacademytrust.co.uk)

[recruitment@heartsacademy.uk](mailto:recruitment@heartsacademy.uk)

## **Ethos and Vision**

### **HEARTS Academy Trust Vision**

The Trust places pupils at the centre of everything it does, with a focus on creating a culture of success, achievement, happiness, hope, confidence, respect and responsibility, reflection and service to others. We create positive climates for learning, and increased pupil attainment, achievement and highly effective social and emotional development including alternative provision and 2 and 3-year-old nursery settings. The Trust is also a Teaching school with a wide range of links, including across the East of England and internationally.

The Trust is committed to becoming a high quality sponsor and the CEO is an OFSTED inspector, C of E Schools SIAMS inspector, National Leader of Education, and pupil premium reviewer.

The Trust has developed an ethos in which decisions are made on the values set out above and our commitment to the service of our pupils and their families. Pupils are at the heart of all that we do. It is an absolute priority that every student, irrespective of their starting point, succeeds and achieves. In order to do this, a high quality educational experience will be an entitlement for every student, with students, staff, parents/carers, and the wider community working together to achieve these goals for young people.

Leadership development, succession planning, and capacity building are also major priorities for the Trust and the Trust has a CPD entitlement programme for all staff.

### **Academies within the Trust**

Wickford Church of England School  
Briscoe Primary School & Nursery  
Waterman Primary School  
Stambridge Primary School  
Hilltop Infant School  
Hilltop Junior School

## About the schools

The Wickford Church of England School is an outstanding school, that serves the local area and beyond. WCE is a National Support School and our Executive Headteacher, Debbie Rogan, is a National leader of Education. The school is a designated teaching school in collaboration with Hilltop Infants. Inspected by SIAMS in March 2018 and judged Outstanding.

Briscoe Primary School & Nursery is situated in the residential area of Felmores in Pitsea. The school became an academy in September 2012, joining the HEARTS Academy Trust and had a positive Ofsted inspected in March 2018.

In 2015 the Trust grew to include Waterman Primary School and Stambridge Primary School, both in Rochford. Together, the schools in the Trust have a highly experienced staff who support each other and schools in the wider area, having a growing reputation for outreach work. Waterman and Stambridge were both inspected by Ofsted in January 2018 and were judged as good schools.

Hilltop Infant and Hilltop Junior Schools joined Hearts in September 2017. Both schools are working collaboratively with the Trust and offer a great deal of experience to the group of schools. Hilltop Infants were last inspected in 2014 and were delighted with their outstanding judgement. The junior school has no formal Ofsted designation.



## Advertisement

### Class Teacher

**Required for:** September 2020

**Salary Range:** HEARTS payscale

**The HEARTS Academy Trust seeks applications from outstanding applicants with integrity, creativity, stamina and promise for this rewarding role. NQT's and experienced teachers are welcome to apply.**

We are seeking to appoint a teacher to promote and enhance the quality of teaching and learning. This post aims to ensure that all students are given the opportunity to achieve their full potential by raising aspirations and achievement. The successful applicant will benefit from high quality CPD and support.

HEARTS Academy Trust is a small, growing Academy Trust committed to achieving great outcomes for all of its students but in particular the most vulnerable. It has established high quality professional development and career opportunities for all staff. We are a Teaching School with a large alliance of schools in our partnership and a School Direct lead school.

As a growing Trust we are building strong networks and working closely with others to share ideas.

The people we are seeking to appoint will be dedicated, enthusiastic and motivated in developing the life chances of our young people.

The HEARTS Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check and a prohibition from teaching check.

## Job Description

The main responsibilities will be to ensure that all pupils are given the opportunity to achieve their full potential thereby raising standards.

Teachers will be expected to be able to demonstrate or have the potential to demonstrate high quality teaching, successful outcomes for pupils and a willingness to work as a team. They will also have a good understanding of the primary curriculum and assessment as it relates to their key stage.

### **Purpose of the Post**

To promote high standards of learning and ensure that all children make excellent progress and meet national benchmarks for attainment.

### **Relationships**

The post holder is accountable to the Key Stage lead teacher and school SLT. The post holder will interact on a professional level with colleagues and seek to establish and maintain productive relationships to promote mutual understanding of student progress, with the aim of improving the quality of teaching and learning in the academy(s).

### **Particular Responsibilities**

- Teach students in accordance with the professional duties of a teacher
- Implement agreed school policies and guidelines
- Support initiatives decided by the SLT and the Trust
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks
- Be able to set clear targets based on prior attainment, for pupils' learning
- Provide a stimulating class environment, where resources can be accessed appropriately by all pupils
- Keep appropriate and efficient records, integrating formative and summative assessment into planning
- Work with school leaders to track the progress of individual children and intervene where pupils are not making progress
- Report to parents on the development, progress and attainment of pupils
- Promote the school's code of conduct amongst pupils, in accordance with the school's policy
- Communicate and co-operate with specialists from outside agencies and the Trust
- Make effective use of ICT to enhance learning and teaching
- Lead, organise and direct support staff within the classroom
- Participate in the performance management system

Any other tasks which may be reasonably required without changing the general character of the post.

## Person Specification

| ATTRIBUTES             | ESSENTIAL  | DESIRABLE  | EVIDENCE |
|------------------------|--|--|----------|
| Education and Training | <ul style="list-style-type: none"> <li>• A graduate qualification in a relevant discipline.</li> <li>• Qualified teacher status</li> </ul>   | <ul style="list-style-type: none"> <li>• Proficiency in ICT</li> </ul>   |          |
| Teaching Proficiency   | <ul style="list-style-type: none"> <li>• Willingness to undertake continuous professional development</li> <li>• A confident, well organised and classroom practitioner</li> <li>• An ability to transmit enthusiasm for the subject to students of all abilities</li> <li>• Active teaching and learning strategies and lessons in line with modern pedagogy</li> <li>• Ability to build exciting and engaging teaching environments</li> </ul> | <ul style="list-style-type: none"> <li>• Proven record of success with examination groups and intervention</li> <li>• Understanding of the statutory assessments and their benchmarks nationally across primary schools – GLD, phonics, year 2 and year 6</li> <li>• Understanding of the end of year expectations for primary pupils as relevant to your key stage</li> <li>• Clear understanding of the new curriculum as it relates to mastery of basic skills</li> </ul> |          |
| Experience             | <ul style="list-style-type: none"> <li>• Experience of high quality CPD including reading, research, observation of others and training</li> <li>• Successful experience of teaching or observing high quality teaching</li> </ul>   | <ul style="list-style-type: none"> <li>• Successful upper/ lower key stage teaching experience</li> <li>• Willingness to lead a subject in the schools</li> </ul>  |          |
| Interpersonal Skills   | <ul style="list-style-type: none"> <li>• The ability to form appropriate and positive working relationships with students, parents and colleagues</li> <li>• Commitment, reliability and high professional standards</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of working effectively within a team.</li> <li>• A willingness to contribute to the broader life of the academy.</li> <li>• The ability to motivate and lead colleagues and to contribute to their professional development</li> </ul>   |          |



## Child Safeguarding Policy

The Trust is committed to Safeguarding and promoting the welfare of all of its students. Each pupil'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.

**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

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 DBS checks as well as accessing references and developing appropriate induction and probationary periods.

## Information for Applicants

### Safeguarding Children & 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 enhanced DBS checks.

- Candidates should be aware that all posts in HEARTS 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 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, your current employer will be asked about your suitability to work with children, although it may where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.

### Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. 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.

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

In addition to candidates’ 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 the use of authority and maintaining discipline

**HEARTS Academy Trust, 2 Mount Road, Wickford, SS11 8HE**

Tel: 01268 572672

[www.heartsacademytrust.co.uk](http://www.heartsacademytrust.co.uk)

[recruitment@heartsacademy.uk](mailto:recruitment@heartsacademy.uk)

### **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
- Prohibition from teaching check
- Satisfactory DBS Disclosure
- 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

### **For teaching posts**

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**

### **Disclosure level:**

Enhanced: The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job. YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE DISCLOSURE FORM. We support safe recruitment and therefore, if successful, you will also be required to apply for an Enhanced DBS Check from the Criminal Records Bureau.

## How to apply

To apply please complete the application form. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification and Job Description. It is very important that you complete the application in full, particularly section 13 which refers to references. We must have the full contact details of two referees, including their name, address, telephone number and email address. Incomplete applications will not be considered.

### **Applying:**

Completed application forms may be returned in electronic format to:

**[recruitment@heartsacademy.uk](mailto:recruitment@heartsacademy.uk)**

If you would prefer to submit a paper application form, please return to:

The HEARTS Academy Trust  
2 Mount Road  
Wickford,  
SS11 8HE

**Briscoe Primary School & Nursery**

Felmores End  
Pitsea  
Basildon  
SS13 1PN  
Telephone: 01268 727751  
briscoe.admin@heartsacademy.uk  
www.hearts-briscoe.uk

**Stambridge Primary School**

Stambridge Road  
Stambridge  
Rochford  
SS4 2AP  
Telephone: 01702 544369  
stambridge.admin@heartsacademy.uk  
www.hearts-stambridge.uk

**Waterman Primary School**

The Boulevard  
Rochford  
SS4 1QF  
Telephone: 01702 546237  
waterman.admin@heartsacademy.uk  
www.hearts-waterman.uk

**Wickford Church of England School**

Mount Road  
Wickford  
SS11 8HE  
Telephone: 01268 733297  
wickfordcofe.admin@heartsacademy.uk  
www.hearts-wickfordcofe.uk

**Hilltop Infant School**

Hill Avenue  
Wickford  
S11 8LT  
Telephone: 01268 762531  
hilltopinf-admin@heartsacademy.uk  
www.hearts-hilltopinf.uk

**Hilltop Junior School**

Hill Avenue  
Wickford  
SS11 8LT  
Telephone: 01268 734649  
hilltopjun-admin@heartsacademy.uk  
www.hearts-hilltopjun.uk

**HEARTS Academy Trust, 2 Mount Road, Wickford, SS11 8HE**

Tel: 01268 572672

www.heartsacademytrust.co.uk

recruitment@heartsacademy.uk