



Kingsbridge

INITIAL TEACHER TRAINING (SCITT)

**Apprentice Teacher / Graduate
Trainee Teachers
at QUEST Trust**



Application Pack

Community First Academy Trust
Rivington Avenue, Platt Bridge, Wigan WN2 5NG
T. 01942 487999 | E. info@cfat.org.uk

www.cfat.org.uk

**Required to begin training
in September 2024**
QUEST TRUST – V1

Contents

	Page
Welcome Letter	3
Letter from our Training Provider – Kingsbridge EIP SCITT.....	4
Advertisement	5
Job Description.....	7
Personal Specification	9
How to Apply	11

Welcome Letter from QUEST

Dear Applicant

Thank you for your interest in the position of **Apprentice Teacher** within the QUEST Trust.

We are recruiting **five** graduate apprentice teachers to work and train to teach within schools in QUEST Trust.

Whether you are a graduate looking to secure qualified teacher status, an experienced individual already employed in a school wanting to use your degree to progress further or a career changer – we look forward to receiving your application!

Your employment will begin **1st September 2024**, and your apprenticeship/programme of teacher training will officially begin in **September 2024**. You will be placed in one of the QUEST schools for four days a week with one day weekly training with [Kingsbridge EIP SCITT](#) to support your apprenticeship and progress towards qualified teacher status.

You'll be joining a trust team that offers:

- A supportive environment to help you progress and develop
- Excellent CPD opportunities
- Pupils who are enthusiastic and keen to learn in a positive environment
- The opportunity to work within a team of highly supportive and creative colleagues
- A trust dedicated to preparing young minds for lifelong learning

We are seeking to appoint someone who has:

- A commitment to being ready to train as a qualified teacher
- An enthusiasm and passion for shaping the future of young learners
- Excellent subject knowledge for the curriculum
- Demonstrated commitment and alignment with Quest's trust values
- Shown themselves to be adaptable, resilient and responsive to pupils' needs
- Self-motivated with excellent organisation skills and personal drive
- Strong communication skills and an ability to work collaboratively within a high performing team
- Demonstrated a commitment to our trust values: compassion, responsibility, respect for others, loyalty and kindness.

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

For further information about QUEST please visit our website at <https://www.questrust.org.uk/>

Yours faithfully,

Mrs N L Richards
Deputy Chief Executive Officer, QUEST

Letter from our Training Provider – Kingsbridge EIP SCITT

Dear Applicant,

- ✓ **Are you a graduate looking to get into Teaching?**
- ✓ **Are you looking for a fee free, salaried position?**
- ✓ **Are you driven, with determination to work hard?**
- ✓ **Our Teaching Apprenticeship Programme may be for you.**

Teaching is an incredibly rewarding and fulfilling career that allows you to have a long-term impact on the next generation.

Level 6 Teacher apprenticeships allow you to realise your dream of becoming a teacher whilst working in a full-time, salaried position in school. During the apprenticeship programme you will work towards Qualified Teacher Status and inspire children to aim for and achieve things they never thought they could.

To support your training, you will receive the support of experienced subject and professional mentors inside and outside of the classroom to help you on your way to achieving Qualified Teacher Status. Our school will cover the cost of your teacher training and assessment during your programme of study.

The Teaching Apprenticeship Programme will work in collaboration with Kingsbridge EIP SCITT, Wigan to find out more about teacher training visit <https://www.kingsbridgeteachertraining.co.uk/>

You will complete an end point assessment at the end of your apprentice year.

Entry Criteria:

- ✓ Degree awarded by a higher education provider in England or Wales, or a recognised equivalent qualification at a 2:1 classification or above.
- ✓ Grade C/4 or above in GCSE Maths, English and Science
- ✓ Experience of working with children - ideal but not compulsory

What our provider can we offer you?

- All trainees are given access to high quality professional learning, underpinned by a strong evidence base, and teaching practice.
- Trainees develop knowledge and skills on Friday at their Kingsbridge training session before applying it the following week in the classroom with guidance and feedback from an assigned mentor.
- Trainees who have concerns about any area of teaching – from classroom behaviour to workload management – are offered personalised support and guidance.
- Our curriculum is deliberately structured to reinforce previous learning. Your classroom practice will become more sophisticated as your knowledge builds.
- Our researchers are continually examining what works best in education and teacher training, using these insights to shape the programmes we offer.
- Automatic enrolment to a well-being package including Simply Health pre-paid cover for a range of everyday healthcare treatments and access to health, well-being and discount schemes.
- Through the Apprenticeship, trainees gain access from day one to the teachers' pension scheme which offers a substantial contribution from your employer to your pension alongside your own contributions.

“All trainees who spoke with inspectors said that the partnership provides them with effective wraparound care, guidance and support. Trainees told inspectors that leaders of the SCITT are professional and consistent in how they lead, manage and deliver training.” **Ofsted, March 2020**

We encourage applications from a diverse range of candidates

At Kingsbridge EIP SCITT we are proud of the commitment we make to diversity and inclusion and of the progress we have made. We have active & vibrant staff networks, and are continuing to build a diverse trust, in an inclusive environment which nurtures and realises potential in all, at all levels.

Closing date for applications: Wednesday 10th July 5pm **Interviews:** Wednesday 17th July

Advertisement



Apprentice Teacher

As an organisation, which exists to support education and lifelong learning, we pride ourselves on supporting young people from early years to employment. We offer our staff excellent professional development opportunities and are committed to continued progression in a highly supportive environment. We are an ambitious school team that values commitment to our trust values: is valued and there is a caring, family ethos.

We are seeking to appoint **five Apprentice Teachers** to work as part of our QUEST Trust and train to teach. Whether you are a graduate looking to secure qualified teacher status, an experienced individual already employed in a school wanting to use your degree to progress further or a career changer – we look forward to receiving your application!

Salary:	Unqualified Teachers PayScale + automatic enrolment into Kingsbridge EIP SCITT well-being plan throughout the duration of training.
Phase/Subject:	Primary 5-11
Study level:	Postgraduate – School Led
Start Date:	1 st September 2024 - apprenticeship training offer to commence in September 2024
Contract Type:	This vacancy is initially for a minimum fixed contract of twelve months and on completion of the apprenticeship training leading to Qualified Teacher Status (QTS).
Working Pattern:	1,265 hours over 195 days of the year in line with the Statutory Teacher Pay and Conditions Document.
Training:	You'll receive a combination of classroom teaching and off-the-job training as you work towards Qualified Teacher Status (QTS).
Closing Date:	Wednesday 10 th July 5pm

The desired candidates will be hardworking, honest, dependable and self-motivated in order to uphold the ethos, aims and values of Kingsbridge EIP SCITT in collaboration with QUEST Trust.

Similar to School Direct (salaried) programmes, Postgraduate Teaching Apprenticeships are a new, nationally recognised, work-based route into teaching. In addition to working towards Qualified Teacher Status (QTS) on successful completion of the course, you will also complete an end point assessment (EPA) to consolidate your initial teacher training learning.

We are looking for enthusiastic and innovative individuals who wish to work with us and train to teach.

We pride ourselves on creating opportunities for individuals to train to teach within our school trust and try new things to support effective teaching and learning.

Successful candidates will need to demonstrate that they are committed to delivering the best learning opportunities for every child. Applications are welcomed from graduates or individuals due to graduate in 2024 with an interest in training to become a primary school teacher.

We are looking for applicants with:

- A desire to work in the primary phase and an enthusiasm and passion for shaping the future of young learners
- Excellent subject knowledge for the curriculum
- Strong communication skills and an ability to work collaboratively within a high performing team
- Ambitious, high expectations for all children, themselves and a desire to raise standards
- A commitment to our trust values: compassion, responsibility, respect for others, loyalty and kindness.
- Self-motivation and excellent organisation skills
- The ability to adapt and respond to pupils' needs
- An undergraduate degree and a commitment to continued professional development

QUEST Multi Academy Employee Benefits

As an employer we want to thank our employees for their hard work and commitment by giving them the opportunity to access a range of exclusive rewards and benefits - what we offer at QUEST is much more than just a payslip. Click [here](#) to see more information about the fantastic rewards and benefits available for our employees:

Whether you are a newly-graduated individual looking for a programme to secure your QTS or an experienced school worker looking to do more with your degree, or indeed a career-changer – apply now to be considered!

For a confidential discussion about this post, or more information please contact QUEST on 01942 834000 to speak with Mrs N Richards or Kingsbridge on 01942 487999. We look forward to receiving your application.

QUEST and Kingsbridge EIP SCITT are committed to rigorous safeguarding procedures and consistently promoting the welfare of children. All appointments will be subject to satisfactory Enhanced DBS Disclosures. Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Trust.

In line with Keeping Children Safe in Education 2023, as part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed on to the recruitment manager and discussed during interview. This role is subject to an Enhanced DBS plus Children's Barred List Check. Pre-employment checks will be undertaken before any unconditional appointment is confirmed.

Job Description

Apprentice Teacher: Job Description

Vision:	<p>Community First Academy Trust trading as Kingsbridge Teacher Training takes a responsibility for ensuring your teaching training leads to you becoming an effective and well-trained teacher.</p> <p>We believe our training should be of the highest quality and we continually seek continuing improvement. Our Headteacher Board (HTB) and Partner Schools play a significant, and often leading, role in the design and delivery of training provision.</p>
Reporting to:	Headteacher, Senior Leaders
Liaising with:	SLT, teachers and support staff, Trust representatives, external agencies and parent/guardians
Responsible for - Staff	No line management responsibility other than the effective deployment of Teaching Assistants and classroom support staff.
Salary:	Unqualified Teacher Scale Point 1
Working Hours:	Full Time as specified in the School Teachers' Pay and Conditions document
Disclosure level:	Enhanced with Barred list check
SCITT Ethos	
Kingsbridge EIP SCITT and its hubs prepares Associate Teachers (including Apprentice Teachers) to become outstanding teachers through inspirational and high-quality teacher training. We focus on understanding and promoting effective learning and pupil progress through a creative school partnership which develops professional expertise.	
General	
<ul style="list-style-type: none"> • Work towards undertaking all the duties of a qualified teacher as described in the School Teachers' Pay and Conditions Document (STPCD). • You'll receive practical, school-led training alongside experienced staff, and spend at least 20% of your time off-timetable to learn the pedagogy of teaching. • in addition to working towards QTS on successful completion of the course, apprentices will also complete an end point assessment (EPA) after the summer to consolidate learning from initial teacher training. 	
Teaching and Curriculum	
<ul style="list-style-type: none"> • Teach clearly structured lessons which maintain pace and interest, and challenge and motivate pupils. • Establish a safe and stimulating learning environment, where pupils feel confident and safe. • Take into account pupils' needs and abilities when planning lessons. • Demonstrate a good knowledge and understanding of the curriculum. • Mark and assess pupil's work, using different assessment and monitoring strategies, evaluating pupil progress towards the planned learning objectives. • Plan whole class and collaborative lessons which interest and include pupils from all backgrounds. • Set challenging learning and teaching objectives for the whole class, building on prior attainment where necessary. 	
School Environment	
<ul style="list-style-type: none"> • Establish a clear framework for classroom discipline and follow the school's procedures for managing behaviour, recognising and encouraging good behaviour. • Monitor pupils' discipline, intervening when necessary, to maintain a safe and productive learning environment. • Build and maintain good relationships with parents. • Set a good example to pupils, demonstrating the positive attitudes, behaviours and values which are expected of pupils. 	
Working with pupils	
<ul style="list-style-type: none"> • Assess pupils' achievement and development, providing parents with written and oral reports. • Communicate learning objectives to pupils. • Have a clear understanding of all pupils' needs, including varying levels of ability, special educational needs and disabilities (SEND), and pupils who may have learnt English as an additional language • Mark and assess pupils' work and use the information for teaching and future lesson plans. • Monitor pupils' discipline, intervening when necessary, to maintain a safe and productive learning environment. 	

<ul style="list-style-type: none"> • Encourage active and independent learning, enabling children to think for themselves. • Plan whole class and collaborative lessons which interest and include pupils from all backgrounds.
<p>Additional duties</p>
<ul style="list-style-type: none"> • Contribute to and support the overall ethos, work and aims of the school and Trust. • Comply with, support and promote all school and Trust policies and procedures, particularly in relation to child protection, equal opportunities, health and safety, confidentiality and behaviour. • Promote the general progress and wellbeing of all pupils within the school. • Undertake any other reasonable and relevant duties in accordance with the changing needs of the school, as required by the headteacher. • Reflect and evaluate personal teaching performance. • Continue own professional development in the relevant areas including subject knowledge and teaching methods. • Engage actively in the Initial Teacher Training programme/process. • Ensure the effective/efficient deployment of classroom support. • Work as a member of a designated team and to contribute positively to effective working relations.
<p>Quality Assurance</p>
<ul style="list-style-type: none"> • Help implement Academy and Trust quality assurance procedures and to adhere to those. • Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. • Review methods of teaching and schemes of work. • Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy and trust.
<p>Trainee Teacher specific duties</p>
<ul style="list-style-type: none"> • Attend weekly training sessions at the Kingsbridge Training Centre • Attend weekly meetings with mentor to discuss progress and their observations. • Attend termly progress meetings with mentors, to track progress and discuss observations. • Keep a log of CPD, regularly updating the phase leader of progress. • Allow lessons to be observed by experienced teachers throughout induction period, to make for fair and effective assessment • Review observations with the experienced teacher and keep a written record of each meeting, indicating where development is needed. • Regularly take part in the school's events.
<p>Communication and Liaison</p>
<ul style="list-style-type: none"> • Maintain appropriate records and provide relevant accurate and up to date information for MIS, registers etc. • Complete any relevant documentation to assist in the tracking of pupils. • Co-operate with others to ensuring sharing and effective usage of resources to benefit the Children, School or Trust.
<p>Data Protection</p>
<p>The Trust holds information about pupils, local residents and employees, amongst others. Everyone who works for or represents the Trust must protect any form of personal data that they use and be aware of their obligations under the General Data Protection Regulation (GDPR). The use of personal data must be fair, legal and proportionate. All staff will also undergo mandatory data protection training applicable to their job role.</p>
<p>Signatures</p>
<p>The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and salary.</p>
<p>Signed Date:</p>

QUEST Apprentice Teacher Personal Specification

Source: A-Application, I-Interview, R-Reference, P-Presentation, T-Task, O-Observation

Candidates failing to meet any of the essential criteria will automatically be excluded

QUALIFICATIONS	Essential	Desirable	Source
<p>The successful candidate will:</p> <ul style="list-style-type: none"> hold a degree awarded by a UK higher education provider, or a recognised equivalent qualification at a 2:1 or above. have achieved a standard equivalent to grade C/4, or above, in the GCSE examinations in English mathematics and science. Be willing to undertake further training. 	√		A
<ul style="list-style-type: none"> Relevant other postgraduate professional qualifications. 		√	A
EXPERIENCE			
<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> Demonstrate an understanding of the characteristics needed to train to teach. Show an understanding of the curriculum across KS1 & KS2 Show an understanding of how to raise standards in schools. Show how resources can be managed efficiently. Experience of working as a part of a team. Show an understanding of the importance of parental involvement. Demonstrate an understanding of teaching children with SEND, EAL and challenging behaviour. 	√		A/P/T
<p>The successful candidate may also:</p> <ul style="list-style-type: none"> Show an understanding of how assessment and attainment information can be used to improve practice and raise standards. Show how resources could be managed and deployed effectively. Have prior experience working as part of a school team (primary) Have an understanding of the importance of parental involvement and how to promote this Experience working with children who have SEND and/or disabilities. Experience working with children who demonstrate challenging behaviour. Experience working with children who speak English as an additional language. 		√	A/P/T
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING			
<p>The successful candidate will:</p> <ul style="list-style-type: none"> Hold a good attendance and punctuality record. Have excellent verbal and written communication skills. Demonstrate excellent time management and organisation. Hold high expectations of self and professional standards. Be committed to continuing their own professional development and responsive to feedback Be enthusiastic for effective education practice and about research informed practice. Have the ability to work as both part of a team and independently. Have the ability to maintain successful working relationships with other colleagues. Have the ability to motivate others and lead their practices. Have the ability to plan and resource effective interventions to meet curricular objectives. Hold high levels of drive, energy and integrity. Undertake an enhanced DBS certificate and barred list check. 	√		A/I

The successful candidate will be:		√	
<ul style="list-style-type: none"> • Dedicated to promoting their own professional development, and that of others. • Able to promote good behaviour consistently. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Enthusiastic and positive. • Able to anticipate and manage their workload and plan ahead. • Able to develop effective relationships with parents • Self-confidence. • Ability to relate well to. other professionals • A flexible approach. • Good sense of humour. 			A/I
PROFESSIONAL SKILLS AND ABILITIES			
Good ICT knowledge and skills able to demonstrate the effective use of ICT to enhance the learning and teaching across the 5-11 primary phase.	√		O/I
Must be able to work collaboratively and effectively in a team with the Headteacher, SLT, staff, governors, and parents.	√		A/I
PERSONAL QUALITIES			
Must be able to successfully engage parents in order to encourage their close involvement in the education of their children.	√		A/I
A teacher with a flexible approach to work who enjoys being a good team member.	√		I
OTHER REQUIREMENTS			
Application should be completed in full and free from error	√		A
Letter should be clear and concise and relate to specific post. Please do not send a CV.	√		A
CONFIDENTIAL REFERENCE AND REPORTS			
Written reference only	√		R
Confirming professional and personal knowledge, skills and abilities referred to above	√		R
Positive recommendation from past employer/training body	√		R

How to Apply

Applications will be submitted via DfE Apply. The Teacher Apprentice positions at QUEST can be accessed through this link: <https://www.find-postgraduate-teacher-training.service.gov.uk/course/1S2/N061>

Applications will be reviewed and shortlisted by QUEST and Kingsbridge EIP SCITT.

Short listed candidates will be notified by e-mail of the interview arrangements. Please ensure your correct email address is provided on your application form.

Key Dates:

- Applications Close at **5pm** on **Wednesday 10th July**
- Initial Interviews will be held on **Wednesday 17th July**

Relevant Policies:

- DBS Policy
- Safer Recruitment Policy
- GDPR Policies on Recruitment
- Child Protection and Safeguarding Policies

Any offer of employment is subject to a satisfactory enhanced criminal record with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of your qualifications satisfactory to the Kingsbridge EIP SCITT.

In line with safer recruitment guidelines, we will be taking up references in advance of the interview and will take them into account during the interview process.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the Trust's child protection policies and procedures.

Applications from all sections of the community are welcome.

Please note we cannot accept CVs as part of our safer recruitment process.

