



*Inspiring All to Excellence*

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**The Fierté Multi-Academy Trust**

# **Recruitment Pack**

# Welcome

Dear Applicant,

Thank you for your interest in a position within the Fierté Trust. We hope that the information in this recruitment pack is valuable in providing the details required to assist you in your application and to further your understanding of what it means to work within the Trust and our family of schools. Further information can be found on our Trust or individual academy websites.

## General Guidance

Please complete the application form (either electronically, or using black ink), in full ensuring you have provided true and accurate information.

If you are asked to provide a letter with your application form, it should be no more than 2 sides of A4 in font size 11.

Please note CVs are not accepted. Only fully completed application forms are accepted and can go forward to be considered for shortlisting.

Each vacancy is based upon a job description and person specification, and you will find this in the application pack. The job description lists the key responsibilities of the post. The person specification outlines the skills, knowledge, experience, and qualifications etc, which are either essential or desirable. Remember you will be selected for interview based entirely on the information you provide in your application form. Read the job description and person specification very carefully so that you know what the job involves, and match your skills, abilities and knowledge to it.

Please ensure all gaps in employment and education history are fully explained on your application form. We may wish to verify this information during the recruitment process.

## Safeguarding

All positions within the Trust are exempt from the provisions of the Rehabilitation of Offenders Act 1974. If you are shortlisted, you will therefore be required to declare whether you have any criminal convictions (or cautions, reprimands or warnings) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. **Details of the filtering rules can be found on [www.gov.uk/dbb](http://www.gov.uk/dbb)**

As the post involves engaging in regulated activity relevant to children, please note that it is an offence to apply for the role if you are barred from doing so.

**All shortlisted candidates will be asked to complete a safeguarding/ criminal records self-disclosure form prior to interview.** You will be asked to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions.

We will check with the Disclosure and Barring Service (DBS) to see if you have any criminal convictions. As posts in schools are 'Regulated Activity' the barred list for children will also be checked. Any information given will be treated as confidential. You should note that disclosing a conviction does not necessarily bar you from appointment. Failure to disclose may result in withdrawal from any job offer. The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

## **References**

Please note that references will be contacted at shortlisting stage. One reference must be from your current or most recent employer. If the reference is from an education establishment, then the referee must be the Headteacher/ Principal, or at least be verified by them as accurate. In certain circumstances it may be necessary for us to contact more than two referees. This might include contacting previous employers or to verify gaps in employment.

## **Equal Opportunities**

We recognise the importance of promoting equality of opportunity across all service provision as well as in the employment of our staff. We aim to promote equality of opportunity for all with the right mix of talent, skills and potential and we welcome applications from diverse candidates.

## **Canvassing/ Relationship to Members, Trustees, Governors or Employees**

You must tell us in writing if, to your knowledge, you are related to a Member, Trustee of the Trust or Governor, Employee of the academy.

We will not appoint you if you canvass any of the above.

## **Proof of Qualification**

You will be required to provide proof of relevant qualifications during the selection process.

## **Identification**

You will be required to confirm your identity (full name, address and date of birth) during the selection process.

## **Data Protection**

The Data Protection Act 2018 (the UK's implementation of the General Data Protection Regulation (GDPR) Data Protection Act 1998) places responsibilities on us to process personal data that we hold in a fair and proper way. The information you give us will be kept confidential and will only be used for the purpose of personnel management. The Trust may contact other organisations (such as the Disclosure and Barring Service, previous employer(s), education establishments, etc) to check the information you have given on the application form. The information will be stored securely, both manually and electronically and destroyed after 12 months (maximum) if your application is unsuccessful.

If we offer you a job, we will use some of the information you give us on the application form in your contract of employment.

The information you give on the recruitment monitoring form will only be used to monitor the application of our equal opportunities policy and the effectiveness of our recruitment and advertising strategies.

## **Further Pre-Employment Checks**

We will conduct further pre-employment checks, including Right to Work, Prohibition Checks, Childcare Disqualification Checks and online searches, as applicable to the position. Any offer of employment will be subject to satisfactory completion of these checks.

## **Next Steps**

Please send your application form and letter of application (if required) to the email address specified by 9.00am on the date provided in the advert. Applications received after the closing date/time will not be considered.

You may arrange a visit before applying for a post or prior to an interview if you are shortlisted, by contacting 01827 213885 / 01827 213875.

### **After submitting your application**

Please keep any interview date free, as it is not normally possible to reschedule planned interview dates. Please note if you have not received communication from the school inviting you for an interview within five working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future.

We look forward to receiving your application should you decide that the post is suitable, you are committed to the vision and values of and wish to make a personal contribution to our Trust and school.

If you require any additional help or guidance on completing your application, please contact any names listed in the application pack. You may find it helpful to keep a photocopy of your application and any supporting information.

Yours faithfully,

Mrs Maria Hamblin, CEO (Chief Executive Officer).

### **The Fierté Multi-Academy Trust Registered Office**

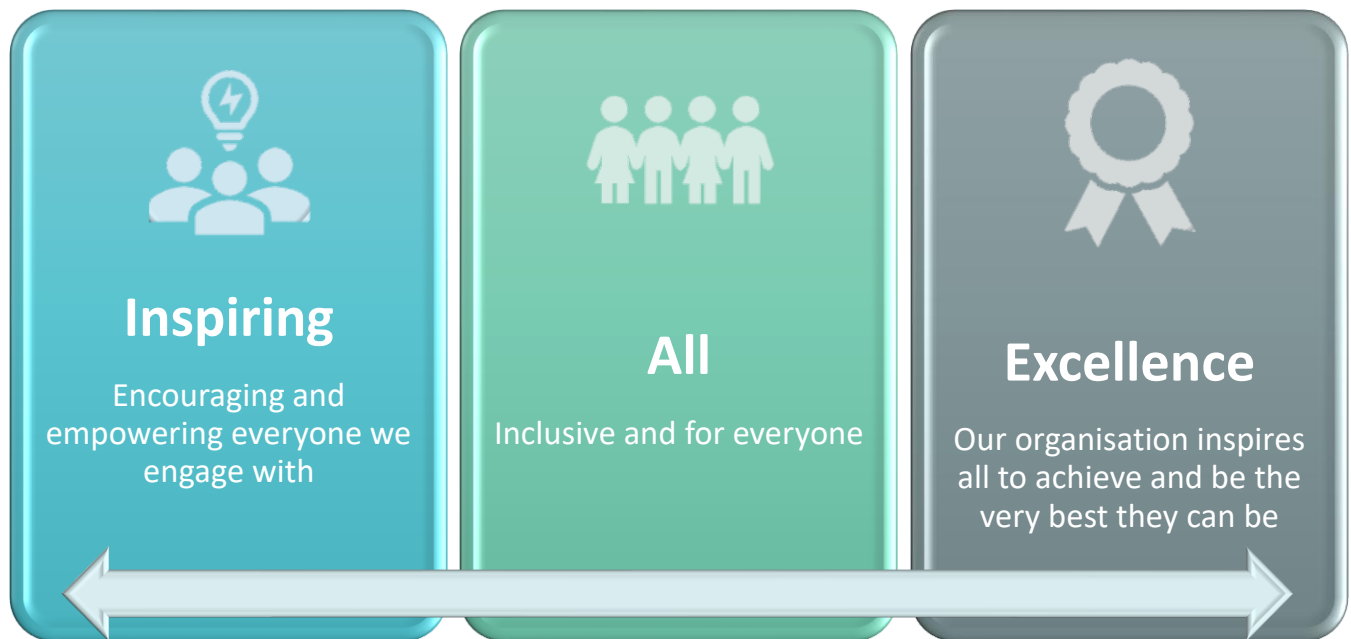
Violet Way Academy,  
Violet Way,  
Stapenhill,  
Burton On Trent,  
Staffordshire,  
DE15 9ES

Telephone: (01283) 248542

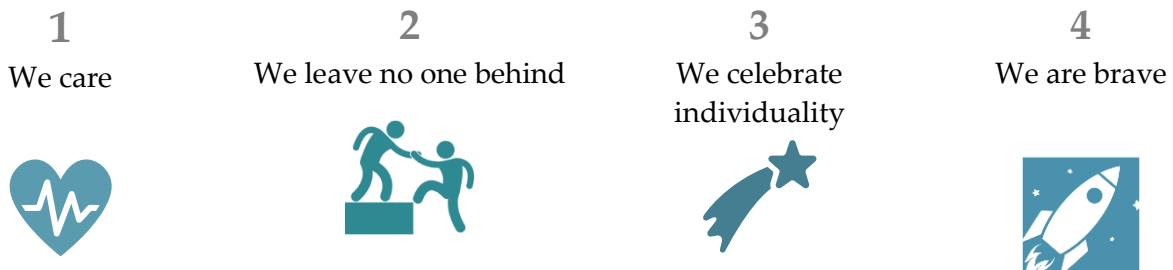
Website: [www.fierte.org](http://www.fierte.org)

## Our Vision and Values

### *Inspiring All to Excellence*



Our values reflect how we operate and behave and the culture we create with our children, our staff and our stakeholders, they are:



Our central commitment is to help children, staff and communities achieve excellence. To deliver our vision are focus is on four key areas:

- I. Our people** – investment in our people in all areas and across all stages creating a strong Trust people proposition for our children, staff and stakeholders.
- II. Excellence** – we support excellence with a systematic focus on continuous school improvement.
- III. Growth and development** – sustainable growth of the Trust, ensuring strong governance, financial and operational infrastructure to support Trust growth with clear and effective communication and engagement across all schools.
- IV. Wellbeing** – we develop self-belief, mental and physical well-being and aspiration of our children, staff and communities.

As a group of primary schools located between Burton upon Trent and Tamworth, **we believe passionately in the power of working as one entity; advancing education for the public benefit with a shared moral and legal purpose.** We wholeheartedly commit to supporting our local communities to thrive by maximising every opportunity for learning and care. Our stance is that we strive to inspire all to excellence and that we offer a sincere investment in our people in all areas and across all stages.

**Our values are the thread that drive excellence. *We are brave; we care; we celebrate individuality and we leave no one behind.*** We invest in all staff, at all levels, supporting them to capitalise on the most important aspect of their role; the education of our children. The support we provide to schools - HR, finance, IT, marketing and school improvement, makes this possible and opportunities limitless. We expect all within the organisation to ensure that our values are realised across and within all facets, including those who make the decision to join the Trust.

**Our pledge to staff** is that as a family of schools we will be bound and work closely together, share excellence and value the core threads of education. We offer structured career pathways for all staff supported by high-quality professional investment so that staff, at all levels, learn continuously. We commit to delivering on reduced workload increasing work life balance. Our staff have a strong sense of personal and job satisfaction; relishing the roles they undertake and their working relationships. We ensure that every member of staff feels supported and is provided with high-quality Continuing Professional Development. We are committed to safeguarding and promoting the welfare of children and young people and all staff, in all roles, share this commitment.

**We pledge our pupils** will engage with learning that inspires and fosters curiosity. We deliver an education that develops well-rounded individuals, accessing a range of experiences that challenge and enhance skills, talents and aptitudes. The pervading culture of elevated expectations leads to high pupil achievement and personal success. Strong ambition is fostered through the development of self-belief, mental well-being and aspiration.

## The Fierté Trust

Fierté Multi-Academy Trust was established in October 2014. Working together collaboratively with the schools in the Trust enabled us to develop close-knit professional collaboration to offer expertise, advice and guidance to improve outcomes for all pupils. Within Fierté, each school has been able to maintain their individual and unique identity but benefit from the school to school support and collaborative networks developed at a Trust level.

We have grown to become a family of nine schools with a new free school, Anker Valley Primary Academy, opened in September 2021 and Manor Primary Academy joining the Trust in September 2022.

## The Fierté Family



## Our behaviours linked to our values



### 1. We Care

Caring interactions and communication	Strong purpose and pride and highly engaged	Compassionate and empathetic
We care about those we engage with and we demonstrate care in our interactions and communications.	Driven and highly passionate. Motivated to innovative and develop creative solutions for potential improvements.	Ethical leadership, strong integrity and humility.
Leads and influences people, building constructive working relationships, enabling empowerment and delegation.	Creates belonging and galvanises people around common sense of purpose.	Understanding, compassionate and mindful approach.



## 2. We leave no one behind

Not giving up on individuals	Embrace accountability	Solutions orientated
Leaders and others prepared to take the time and effort to support others through 'think and thin' seeking alternative solutions until the right one is found so success is achieved.	Takes personal responsibility and full accountability.	Growth mind-set, always looking to improve and flexible in approach.
Listening and actively engaging with all. Passionate in demonstrating values in every interaction they have.	Know the targets and goals you need to meet and take full ownership.	Always identifying solutions to potential problem.



## 3. We Celebrate individuality

Everyone has their moment to shine	Excites & Inspires	Inclusive for all
Treats all children, staff and stakeholders as individuals, giving everyone their moment to shine.	Passionate about the power of Fierté and excited and inspired to be working with the Trust.	Non-judgemental and inclusive, leading by example, demonstrating genuine inclusivity all the time.
Use communication behaviours that establish clearly what each child needs.	Challenges and excites others in the interest of helping all excel.	Always approachable and individuality reflected.



## 4. We are brave

Resilient	Always aspire to achieve more	Believes in themselves & is courageous
Able to face and deal with challenges and difficult situations.	Is confident and brave, willing to innovate, seeks new ideas.	Stands up for what they believe in and able to have courageous conversations.
Overcoming setbacks and not seeking to pass blame on to others.	Calculated risk taking to deliver improved performance for their area.	Decisive and ensures informed, effective decision making, staying true to the right course of actions.