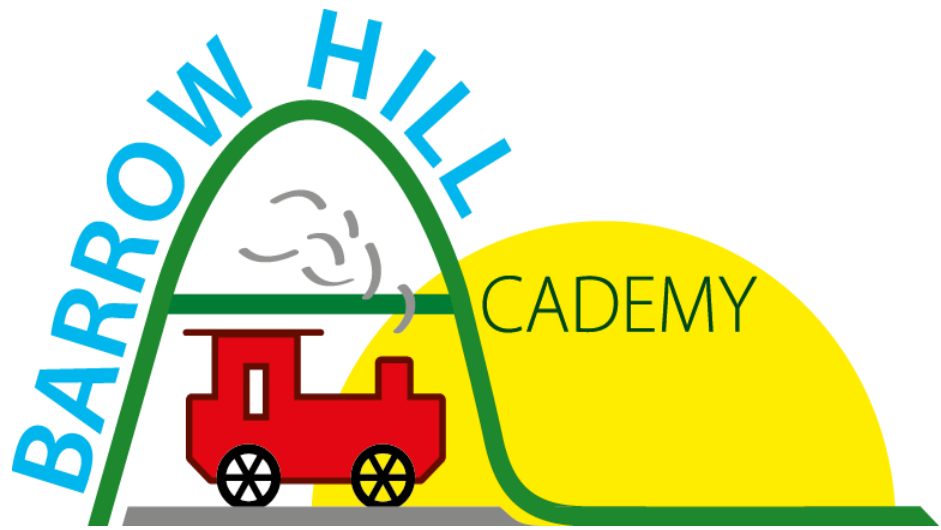


# Briefing Pack for Applicants Class Teacher (KS1)



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**

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***May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.***



## Section 1: Post Advertisement

**Post:** Class Teacher (KS1)  
**Pay scale:** Teachers Pay Range MPR  
**Contract:** Full-time, Permanent  
**Start date:** As soon as possible

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Barrow Hill Primary Academy joined Minerva Learning Trust on 1<sup>st</sup> December 2024 as part of the Trust's merger with Cavendish Learning Trust. Exciting times lie ahead as the Trust continues to grow, partnerships are strengthened and the offer for all our children is enhanced.

We are looking to appoint an enthusiastic, motivated and ambitious teacher. The successful applicant will be prepared to initially work within Key Stage 1 teaching a mixed year 1/2 class and be focused on delivering excellence for all.

Candidates are warmly encouraged to visit the school or contact the Interim Head of Academy for an informal discussion. To arrange a visit or discussion, please email [dsmith@barrowhill-mlt.co.uk](mailto:dsmith@barrowhill-mlt.co.uk).

**The closing date is 9am on Wednesday 5<sup>th</sup> February and interviews will take place on Wednesday 12<sup>th</sup> February.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](https://www.minervalearningtrust.co.uk). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the Trust website [www.minervalearningtrust.co.uk](https://www.minervalearningtrust.co.uk) **Please ensure that you do not fill in a local authority application form in respect of this vacancy as your application will not be considered.** Please address in your application the elements stated in the job description, person specification particularly the areas linked to the domains of the Teacher Standards. Your personal statement should be no more than two sides of A4.

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. Most recently, Minerva Learning Trust merged with Cavendish Learning Trust through which Barrow Hill transferred into the Trust along with two other primary schools and one secondary school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Candidate,

Thanks for your interest in the post at Barrow Hill Academy. We are excited about our new journey now that we have joined Minerva Learning Trust. We are proud of all of our amazing children and the community that we serve. Working together we aim for the highest possible standards and support each other to ensure they are achieved.

At the heart of our offer is a commitment to staff development. We believe that through investing in our staff, we can support all our children in excelling across the curriculum.

At Barrow Hill we believe it is important to provide a curriculum which is engaging, exciting, relevant and inclusive for all learners in the 21st century. We teach a curriculum based on the knowledge and skills that children need to acquire in order to be successful in each subject. Alongside this, children are given opportunities to develop learning attributes that will support them throughout their lives underpinned by our Mission, Vision and Values (see below).

If you believe you have the commitment, determination and drive to contribute to our vision, achieving the very best for all our pupils, then we look forward to receiving your application.

David Smith

### Interim Head of Academy – Barrow Hill Primary Academy



## Our Mission, Vision and Values

### Our Mission

To provide supportive and challenging learning opportunities that empowers all our children to be academically capable and be ambitious for their future.

### Our Vision

Our vision is based upon the principle of "Be the best you can be"

#### Belong

A safe, nurturing, inclusive and supportive environment.

#### Participate

Children to be fully included and engaged in the school curriculum.

#### Achieve

Children to achieve to their potential and make accelerated progress from their starting point.

### Our Values

Our values underpin all that we do as a school and are brought to life in all areas of our organisation.

#### Be Kind

to yourself and each other and demonstrate respectful and caring relationships across our school community.

#### Be Expressive

by communicating appropriately and effectively with each other in our work, play and when the going gets tough.

#### Be Resilient

when things are difficult, we are motivated and dedicated to do our best and keep trying.

#### Be successful

our achievements and special talents will be recognised, encouraged and celebrated across our school community.

### Our Beliefs

Our values underpin all that we do as a school and are brought to life in all areas of our organisation.

Positive relationships and interactions to be modelled and promoted across our school community.  
Children have the right to a high quality curriculum that is inclusive and engaging by design.  
Children should be enabled to develop the skills of an independent learner.

## Section 4: About our School

### Barrow Hill Primary Academy

We are a small, but growing, primary school and nursery located in the village of Barrow Hill, near Chesterfield in Derbyshire. We currently have 84 children on roll from Nursery up to Year 6. At Barrow Hill Primary Academy, we want all our children to Belong, Participate and Achieve. We believe it is important for our children to have a sense of local identity and work in partnership with local community groups.

Our vision is to create a safe, nurturing, learning environment where children, staff and the community are proud of their achievements. We are:

- Kind
- Expressive
- Resilient
- Successful

Our school ethos is centred around giving our children real-life, purposeful learning opportunities to inspire them to 'be the best they can be' in their own lives. We are a growing and improving school, and we pride ourselves that we know each and every child inside out. We do our best to help each child find their strengths and talents so that they will flourish, be supported and be challenged.

We work closely with our families to ensure that all children achieve their potential across our community, having relentlessly high expectations for ourselves and others.

We warmly welcome visitors and would be proud to show you around our school.

## Section 5: Job Description



# Minerva Learning Trust Job Description



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

<b>POST TITLE</b>	Teacher
<b>GRADE/SALARY</b>	Teacher Pay Range MPR
<b>HOURS/WEEKS</b>	32.5 hours a week, term-time
<b>LOCATION</b>	Barrow Hill Primary Academy
<b>RESPONSIBLE TO</b>	Headteacher
<b>RESPONSIBLE FOR</b>	KS1
<b>PURPOSE OF THE JOB</b>	Class Teacher
<b>RELEVANT QUALIFICATIONS</b>	Degree Level Qualification / QTS

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

### **MAIN DUTIES**

- To plan lessons for and teach designated pupils. To assess the progress of all pupils in line with policy and to modify provision to promote inclusion.
- To undertake associated pastoral and administrative duties as well as other general responsibilities, having full regard for the school's ethos, aims and policies.
- To work co-operatively within a whole staff team, and within the year/teaching and learning group to achieve continuous improvement with constant regard to quality in both learning and teaching

## **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

## **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. 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 Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.



## Section 6: Person Specification



# Minerva Learning Trust

## Person Specification



**Post title: Teacher**

<b>Minimum Essential Requirements</b>	<b>Method of Assessment</b>
<b>QUALIFICATIONS AND TRAINING</b>	
Qualified Teacher Status	AF / I
Degree in related Subject	AF / I
Ability to teach at Key stage 1 and 2	AF / I
Relevant teaching experience as a teacher or trainee	AF / I
Experience of working in a primary education environment	AF / I
<b>KNOWLEDGE AND EXPERIENCE</b>	
Successful teaching in a relevant environment	AF / I / R
Experience of working with a range of ages across a primary school	AF / I
Ability to achieve the highest standards of all pupils	AF / I
Proven ability to identify barriers to learning and overcome them	AF / I
Proven record of good relationships with children and parents	AF / I
<b>PROFESSIONAL DEVELOPMENT</b>	
Evidence of knowledge & training of the Primary National Curriculum and assessment	AF / I
Evidence of a commitment to continuing professional development	AF / I
Willingness to actively participate in professional learning.	AF / I
Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape	AF / I
<b>SKILLS</b>	
Approachable with excellent inter-personal skills	AF / I
Excellent communication skills	AF / I / AA
Outstanding classroom practice that challenges and inspires	AF / I / AA
Ability to offer relevant & focussed feedback which impacts directly on pupil progress	AF / I / AA
<b>QUALITIES AND ATTRIBUTES</b>	
Ability to set and work to deadlines	AF / I / R
Ability to remain positive and retain a sense of humour	AF / I / R
High expectations of self and pupils	AF / I / R

Calm, supportive and caring	AF / I / R
A commitment to promoting excellent behaviour through high quality teaching & learning experiences for all children	AF / I / AA
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
AF = Application form  
I = Interview  
R = Reference

## Section 7: The Appointment Process

These notes are intended to guide you when making an application.

- The Application Form  
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
- Education and Training  
State your qualifications and any training you have undertaken relevant to the post.
- Present Appointment  
Make it clear what your present post is, which establishment you work in and who your employer is.
- Previous Appointment  
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.
- Referees  
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
- The Supporting Statement/Letter of Application  
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font – ensuring you make reference to the Job Description, person specification and Headteacher Standards.**
- Arrangements for Interview  
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
- The Interview  
The interview will take place at Barrow Hill Primary Academy, unless confirmed otherwise.
- Feedback  
Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
- Selection for Appointment  
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
- Arrangements for Applications  
When you have completed your application, the completed form and covering letter should be emailed to [dsmith@barrowhill-mlt.co.uk](mailto:dsmith@barrowhill-mlt.co.uk) by the closing date and time.

