

 **Appointment**

**Information Pack**







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| **Vacancy** | Teacher |
| **Location** | Old Trafford Community Academy |
| **Start date** | 1/9/23 or as soon as possible |
| **Closing date& time** | 12 noon on Monday 12th June 2023 |
| **Salary** | M1-UP3 |
| **Return application to** | n.davenport@focus-trust.co.uk  |

**Welcome from the Academy Headteacher**

Thank you for expressing an interest in the position of teacher at Old Trafford Community Academy.

As an academy, we are strongly committed to the principles of inclusion, and all our staff work hard to meet the individual needs of all our children. We aspire to be a true **community** academy, and have a strong track record of inter-agency working to support children and families.

We are now seeking to recruit a teacher to join our team. First and foremost we are seeking a strong classroom practitioner. The year-group to be taught will be determined on appointment, and will reflect the successful candidate’s strengths and experience.

We believe that our children and their families need the very best staff to support them. We are therefore committed in turn to supporting our staff to enable them to be great at their job. All new staff will be offered training and support, through an agreed induction programme. This post is suitable for Early Career Teachers.

Please return your application to me at the academy as soon as possible, and by 12 noon on Monday 12th June at the latest. Applications should be sent by email, to n.davenport@focus-trust.co.uk Please remember to include your equal opportunities monitoring form. When completing your application, please ensure that you provide two referees who are able to comment on your professional role and your suitability to work with children. Please do not use family or friends as referees. Please note that all references will be taken up on receipt of application, to avoid undue delay in the process. They will not be used in the shortlisting process, but may be referred to during an interview.  We intend to interview before the end of June, to secure an appointment for September.

Old Trafford Community Academy is committed to safeguarding children, and this commitment is reflected in our recruitment processes.

I look forward to receiving your application.

Nicole Davenport

Headteacher

**Academy details**

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| --- | --- |
| **Academy** | Old Trafford Community Academy |
| **Address** | Malvern St, Old Trafford, Manchester M15 4FL |
| **Telephone** | 0161 912 4875 |
| **Email** | n.davenport@focus-trust.co.uk  |
| **Website** | [www.oldtraffordcommunityacademy.co.uk](http://www.oldtraffordcommunityacademy.co.uk)  |

**Job description**

TEACHER

This post is subject to the current conditions of employment for Classroom Teachers contained in the School Teachers' Pay and Conditions Document, the Teacher Standards and other current legislation. This Job Description should be read alongside the Contractual Framework for Teachers, as set out in the current School Teachers’ Pay and Conditions Document.

This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually.

SECTION A: DUTIES RELATING TO CLASSROOM TEACHER ROLE

Core Purpose

* To carry out the professional duties of a teacher as circumstances may require and in accordance with the school’s policies under the direction of the Headteacher.
* To facilitate and encourage learning which enables students to achieve high standards.
* To share and support the corporate responsibility for the well-being, education and discipline of all students.

*In order to achieve this core purpose, the postholder will undertake the following key tasks:*

Teaching

* Plan and teach lessons to the classes they are assigned to teach within the context of the school’s plans, curriculum and schemes of work.
* Assess, monitor, record and report on the learning needs, progress and achievements of assigned pupils.
* Participate in arrangements for preparing pupils for external examinations and assessments.

Whole school organisation, strategy and development

* Contribute to the development, implementation and evaluation of the school’s policies, practices and procedures in such a way as to support the school’s values and vison
* Work with others on curriculum and/or pupil development to secure co-ordinated outcomes.
* Teach any pupils where the person timetables to take the class is not available to do so (subject to the ‘rarely cover’ provisions of STPCD).

Health, safety and discipline

* Promote the safety and well-being of pupils.
* Maintain good order and discipline among pupils.

Management of staff and resources

* Direct and supervise support staff and, where appropriate, other teachers.
* Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
* Deploy delegated resources.

Professional development

* Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.

Communication

* Communicate with pupils, parents and carers.

Working with colleagues and other relevant professionals

* Collaborate and work with colleagues and other relevant professionals within and beyond the school.

SECTION B: GENERAL

* All staff are appointed as a member of staff of Old Trafford Community Academy, and may be deployed in any situation appropriate to their qualifications, experience or skills
* All staff are ultimately responsible to the Headteacher, the Local Governing Body and the Focus Trust.
* This job description may be amended at any time after discussion with you, and in any case will be reviewed annually.
* This job description will be supported by an Annual Job Plan which will list the key tasks, responsibilities and outcomes sought from the postholder in the academy year. These will be derived from the Academy Improvement Plan and other academy priorities.
* Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**Person specification**

|  |  |  |
| --- | --- | --- |
|   | Essential  | Desirable  |
| Qualifications and training  |
| Qualified teacher status  | ✔ |   |
| Experience  |
| Successful teaching experience within the primary age range (including through teacher training)  | ✔ |   |
| Successful experience of supporting children with SEN  |   | ✔ |
| Successful experience of supporting EAL learners  |   | ✔ |
| A proven track record of teaching leading to good pupil progress  | ✔ |   |
| Professional knowledge  |
| Knowledge and understanding of the National Curriculum  | ✔ |   |
| Knowledge and understanding of the SEN Code of Practice  |   | ✔ |
| Skills  |
| Ability to plan an appropriately differentiated curriculum  | ✔ |   |
| Good classroom organisational skills  | ✔ |   |
| Good team-working skills  | ✔ |   |
| Good personal organisational skills  | ✔ |   |
| Personal qualities  |
| High expectations of all children and a belief in their ability to success  | ✔ |   |
| Vision, drive and enthusiasm  | ✔ |   |
| Energy, stamina and a good attendance record  | ✔ |   |
| Integrity, loyalty and sensitivity  | ✔ |   |
| Commitment to own personal development and training  | ✔ |   |

**About our Academy**

**Academy vision**

Old Trafford Community Academy is a very special place. We have a very diverse school community, with an equally diverse range of strengths and needs. We are ambitious for all our children, and committed to going the extra mile to remove barriers to learning. We aim to be a community school in the widest sense of the word, supporting children within the context of their family and their wider communities.

**Our pupils**

Our pupils are the best advertisement for our academy! They come from a diverse range of backgrounds, and work and play well together. The proportion of children eligible for pupil premium is well above average. The majority of children speak English as an additional language.

**Our staff**

We have a large and talented staff team. We believe that our children and their families need the very best staff to support them. We are therefore committed to supporting staff professional development. All new staff will be offered training and support, through an agreed induction programme.

**Our geographical area**

Old Trafford Community Academy is an inner-city primary academy serving a multi-cultural area. We situated in a pocket of high deprivation within Trafford, close to Manchester city centre.

**Our facilities**

We occupy a modern and accessible building. We are lucky to have facilities for a range of extended services to support children and their families.

**Our school organisation**

We are a two-form entry academy. Year groups plan together, and support each other in delivering the whole curriculum. The academy leadership team consists of Headteacher, Deputy Headteacher, two Assistant Headteachers and the Business Manager.

**Our curriculum**

Our curriculum is led by our Deputy Headteacher, supported by our Leading Teachers. You can find details of our curriculum on our website. We are supported by specialist teachers and coaches in music and PE/sports.

**Our extended services**

We have a wide range of extended services to support children and their families. This includes universal services for the whole community, alongside more targeted support where needed. For example, we employ a lead practitioner and an independent social worker to help us provide early intervention to support our most vulnerable children and families.

**About The Focus-Trust**

**Introduction**

The Focus-Trust was established in 2012 as a multi-academy trust and approved sponsor. The Trust is a charity and not-for-profit organisation. All staff working in academies are ultimately employed and accountable to the Trust Board; however their line managers are the leaders of each academy. Each academy has its own local governing body. Further details about the Focus-Trust can be found at [www.focus-trust.co.uk](http://www.focus-trust.co.uk)

**The Focus-Trust Charter**

It is the purpose of the Focus-Trust to continually strive to be a learning organisation, where the learning of all children and adults is valued and promoted. The Focus-Trust Charter outlines the behaviours and expectations for everyone.

**Commitment**

‘Learning together – making the difference’

**The Focus-Trust Values**

Professional honesty is at the heart of everything we do. The Trust knows the academies well because of the strong working partnership between academy leaders and the Trust team. It is only by being honest and transparent with a balance of credible challenge and effective support, that we can move forward and get the best for all children and staff. Our work is underpinned by our values:

**Care** for children, adults and the learning environment

**Share** expertise and best practice for the benefit of all learners

Be **fair**, honest and inclusive – demonstrating integrity

**Dare** to do things differently and have a go

We expect **learners** to:

* **achieve** well;
* **feel safe and secure** to **take risks** and make mistakes;
* **want to improve** and know how to improve;
* have **high aspirations** and be ready for the next steps in learning and life;
* have **high expectations** of self;
* be **independent**, **resilient** and **respectful** of self and others;
* be **tolerant** and **open-minded**;
* be **happy** and **confident**;
* have both **independent** and **collaborative learning skills**; and
* be **proud of their community** and know how to contribute to it.

We expect **teaching** and the **curriculum** to:

* challenge, excite and engage;
* be based on prior assessment and use well-judged teaching strategies in order match individual needs accurately;
* provide constructive feedback to ensure that all children make significant gains in their

 learning;

* promote independent and collaborative learning;
* promote British values and prepare pupils for life in modern Britain; and
* embed basic skills which are used and applied.

We expect **parents and carers** to:

* ensure that their child has excellent attendance;
* ensure that their child arrives at school on time and is collected on time;
* support their child with home learning;
* attend meetings with their child’s teacher; and
* support the ethos and work of the academy.

We expect **staff** to:

* take responsibility for pupil outcomes;
* demonstrate high expectations of behaviour, personal development and academic progress;
* create safe and secure learning environments where children and staff feel secure to make mistakes and have a go;
* value and reward both effort and excellence;
* model respect and tolerance;
* enjoy working with children;
* want every child to be the best they can be;
* adopt an aspirational, no excuse, approach to their work;
* ensure learning is challenging for all pupils;
* ensure that parents and carers are respected and treated as partners in learning;
* be proactive, take responsibility and keep up to date; and
* make a difference to the academy.

We expect **leaders** to:

* be ambitious for the success of the academy and the Trust, showing relentless determination;
* model Focus-Trust behaviours and values;
* ensure that teaching maximises progress;
* hold staff to account for their practice and the outcomes the children achieve;
* take responsibility for the success of the academy;
* take responsibility for the wider success of the Trust and all its children;
* strategically deploy resources to maximise progress;
* challenge, support and develop people;
* work with integrity and respect;
* value diversity and equality;
* work in partnership with the community; and
* value both effort and excellence.

**What you might need to know before making an application**

Before applying for a post within the Focus-Trust you should be fully aware of the following points.

**Terms and conditions**

Terms and conditions at the Focus Trust reflect those found nationally.

**Pensions**

The Focus Trust contributes to Teachers’ Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

**Continuous Service**

The Focus Trust recognises continuous service with local authorities

**Employer Relations**

The Focus Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

**Equality of opportunity**

The Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

**Safeguarding**

The Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

**Dress code**

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

**Policies**

The Focus-Trust and the academy have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health and Safety, Acceptable use of IT.

**Making an application**

To apply for this post you need to:

1. Read this information pack and decide whether you have the skills and experience to meet the demands and requirements of the role.
2. Decide whether to visit the academy or contact the Headteacher for a conversation.
3. Complete the application form in full.
4. Complete knowledge and skills profile– no longer than 2 sides of A4.
5. Complete the equal opportunity monitoring form.
6. Return your (i) application form, (ii) knowledge and skills profile, and (iii) equal opportunity monitoring form by the closing date and time.

**Completion of application**

The information requested on the application form is important in assessing your application. Please complete the form in full. Please write/type in black ink. CVs are not accepted as part of the application process. If you have a disability that prevents you from completing the application form, please contact us to discuss further.

**Short listing**

The decision to short list you for an interview will be based solely on the information you provide in your application. We will not make any assumptions about your experience, knowledge, skills and ability to do the job.

**Person specification**

The person specification describes the essential knowledge, experience/professional qualifications which you will need in order to do the job as described in the job description and specification. You need to demonstrate that you have these skills and that you understand and are committed to equality and diversity.

**Right to work in the UK**

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

**Validation of qualifications and identity**

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

**References**

If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

**Previous employment section**

Include any relevant work experience, including part time or work undertaken on a voluntary basis in this section, starting with your most recent experience. Ensure you put in full details of dates, names and addresses and your job title. You must explain any gaps in your employment.

**Knowledge and skills profile**

This is an important part of your application and is your opportunity to explain how you meet the person speciation for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub-headings in order to keep your statement well focused. If you do not submit this profile you will not be considered for short listing.

**Disability**

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the academy if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

**Disclosure of a criminal record**

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

**Declaration – relatives and other interests**

If this applies to you, please give the name of the employee, the department they work in and the relationship e.g. partner, daughter.

**Equal opportunities monitoring form**

All job applicants are expected to complete the monitoring details on the form to assist us in complying with statutory requirements.

**Thank you for taking the time to read this information pack.**

**We wish you every success in any application you may make.**