



Bagthorpe Primary School

Recruitment Pack



Closing date: 9am 2nd May 2025 Interview Date: TBC



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Bagthorpe Primary School

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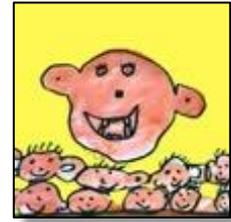


Bagthorpe Primary School

1. Message from Head Teacher

Dear Applicant

Welcome to Bagthorpe Primary School!



Thank you for your interest in joining our team. Bagthorpe is a warm, welcoming, and inclusive school where children are at the heart of everything we do. Our staff, children, and families work together to create an environment where everyone feels valued, respected, and inspired to achieve their best. We are incredibly proud of our strong sense of community and the positive relationships we build with children and their families. You also need to know that we LOVE reading!

At Bagthorpe, we are committed to fostering a love of learning in an environment where curiosity, creativity, and compassion thrive. Our dedicated team works tirelessly to ensure that all children develop the confidence, resilience, and skills they need to succeed in an ever-changing world. We encourage children to embrace challenges, celebrate their achievements, and care for one another, guided by our [Core Values](#) of Moral Purpose, Humility, Compassion, Integrity, Accountability, Courage, and Determination.

We offer a broad and balanced curriculum enriched with opportunities for children to explore, discover, and grow—both inside and outside the classroom. Our Let's GLOW! Days, outdoor learning programme, and exciting enrichment activities provide children with memorable experiences that enhance their learning and personal development.

We also take great pride in nurturing children's leadership skills through initiatives such as the School Council and Transform Trust Children's Parliament and other pupil voice opportunities, ensuring that every child feels heard and empowered.

As part of the Transform Trust family, we benefit from a strong network of collaboration, professional development, and shared expertise. Our staff are supported to grow, reflect, and develop their practice, ensuring that we continue to offer the very best education for our children.

If you are passionate about making a difference, thrive in a collaborative environment, and are ready to be part of a forward-thinking school that values both excellence and kindness, we would love to hear from you.

Come and be part of something special at Bagthorpe!



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2. About our school

About Bagthorpe Primary School

Bagthorpe Primary School is a smaller-than-average primary, deeply rooted in its local community and known for its warm, family-oriented ethos. Our school operates as a **one-form entry**, which means that relationships between staff, children, and families are strong and personalised. Everyone knows each other well, and this contributes to the positive atmosphere that underpins daily life at Bagthorpe.



Set in an extensive five-acre site, Bagthorpe offers children the opportunity to engage with nature through our woodland area, brook, and trim trail. **Outdoor learning** is an integral part of our curriculum, including termly **Let's GLOW! Days** (Grow and Learn Outside in Wellies) when parents join their children as they explore and learn in a hands-on, natural environment. These experiences build resilience, teamwork, and a sense of adventure, which our children relish. Most importantly it builds relationships.

Our core values—**Moral Purpose, Humility, Compassion, Integrity, Accountability, Courage, and Determination**—are at the heart of everything we do. They guide how we teach, learn, and interact with one another. These values are not just words on a wall but principles that shape decision-making, behaviour, and the culture of our school. Children recognise and live out these values in their daily interactions, contributing to a respectful, caring, and inclusive environment.



Feedback from our **children, parents, and staff** consistently highlights the importance of maintaining this ethos. **Children** value the friendships they make, the sense of belonging, and the opportunity to develop leadership skills through organising community events such as the Summer Fayre or leading playground activities, such as our Sports Ambassadors.

Parents appreciate the nurturing environment, the emphasis on core values, and the dedication of staff in ensuring that all children feel safe, happy, and challenged. **Staff** are proud of the collaborative culture where everyone supports one another and is committed to professional growth.

Governors and leaders remain mindful of the importance of preserving Bagthorpe's unique character as the school continues to grow and develop. This balance—between nurturing a close-knit community and striving for excellence—defines Bagthorpe and makes it a truly special place for children to learn and flourish.



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3. The Future of Bagthorpe Primary School

Bagthorpe Primary School is a **Nottinghamshire County Council Local Authority maintained Community School** that is preparing to join **Transform Trust Multi-Academy Trust (MAT)**. Whilst we are not yet formally part of the Trust, we are operating as a **de facto Transform school**, aligning our practices, policies, and expectations with those of the Trust to ensure a smooth transition to academy status.

We believe it's important for prospective staff to understand the values and opportunities that joining Transform will bring. Transform Trust places **children at the centre of everything they do**, guided by core values of **Respect, Kindness, Equity, and Creativity**. These principles closely align with our own, and we are confident that becoming part of Transform will strengthen what makes Bagthorpe special while providing exciting opportunities for professional growth, collaboration, and enhanced provision for our children.

We've included some additional information about **Transform Trust**, to give you a sense of the culture, ethos, and opportunities that will become part of Bagthorpe's future. Thank you for your interest in working with us—we hope this additional context helps you feel connected to our vision and the exciting journey ahead.



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4. Information about Transform Trust

Transform Trust is an innovative Multi Academy Trust, established in 2013. The Trust was founded by Rebecca Meredith CBE, who previously led Sneinton St Stephens C of E Primary from Special Measures to an Outstanding rating. Building on this success, she established the Transform Teaching School with an initial cohort of 10 member schools in Nottingham City, with the aim of sharing and developing school-to-school support across like-minded professionals.

Since its inception, Transform Trust has grown to encompass over 8,800 children across 25 primary schools in Nottingham, Nottinghamshire, Derby, and Derbyshire. The Trust employs over 1,100 staff and enjoys a high staff satisfaction rate. One of its defining features is the strong focus on empowering member schools to drive their own improvement journey while maintaining their individual identity and community focus.

Through Transform Trust, staff benefit from unrivalled opportunities for professional development and networking, including specialist leadership support and mentoring for headteachers, as well as bespoke CPD for teaching and support staff. This is delivered through Transform's highly regarded professional development service, Transform Applied (www.transformapplied.co.uk).

Following the national changes to the Teaching School model in 2021, Transform Trust now works closely with the Flying High Teaching School Hub. Additionally, the Trust is a strategic partner in the East Midlands Maths Hub and Derby Research School. This network provides access to a comprehensive range of professional development, research initiatives, and innovative programmes, from initial teacher training to senior leadership development.

Transform Trust has cultivated a strong, supportive environment for its schools, drawing upon the collective expertise of independent-minded headteachers and practitioners. This collaborative approach ensures that schools achieve high educational standards while benefiting from a robust support system.

Central Support Services

The Trust has a dedicated central team covering governance, safeguarding, programme and project management, finance, and human resources. Each service area is led by an Executive Lead, who is responsible for setting strategic direction and driving continuous improvement.

Purpose, Vision, and Values

- Purpose: To be an innovative and inclusive Trust working for all children.
- Vision: Transform Trust is committed to transforming the lives of all children in its schools, enabling them to reach their full potential. The Trust recognises that the development and wellbeing of all staff are key to achieving this goal, fostering a culture of support, empowerment, and professional growth.
- Values: Respect, Kindness, Equality, and Creativity are embedded throughout the Trust's strategy, operations, and provision.

Key Features of Transform Trust

- Hosts initiatives such as the Children's Parliament, Children's Celebration, Sports and Arts Festivals, and dedicated support for children and families with SEND.
- Operates a unique Trust Guardians group that provides support, guidance, and challenge to ensure children are kept safe, attend school regularly, and have equal access to opportunities.
- Prioritises staff wellbeing and workload management, recognising the importance of recruitment and retention.
- Does not operate performance-related pay for Main Pay Scale teachers; annual increments occur unless concerns about performance have been raised and addressed.





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- Provides structured annual and termly staff surveys to gather feedback and implement positive changes.
- Encourages professional growth through secondments, promotions, and CPD opportunities across the Trust's schools.
- Supports professional learning communities and leadership development through strategic partnerships, including the Flying High Teaching School Hub.
- Promotes a leadership style based on the FED (Future, Engage, Deliver) model, working closely with Steve Radcliffe.
- Offers a transparent and supportive working culture with clear expectations for employees.
- Provides a range of staff benefits, including 24/7/365 employee welfare support, tax-saving salary sacrifice schemes, discounted gym memberships, free eye tests for VDU users, and annual flu jabs.
- Delivers a comprehensive CPD calendar, with over 40 programmes covering coaching, reading specialism, TA workshops, mastery maths, early years leadership, curriculum development, NQTs, and digital teach-meets.
- Employs Lead Associates to oversee key strategic areas, including Equality, Diversity and Inclusion, Talent Development, Wellbeing, and Early Career Teaching.
- Offers apprenticeship levy-funded training to enhance CPD.
- Has trained over 100 new teachers through its School Direct partnership with the University of Nottingham and School Direct Derby, in partnership with the University of Derby.
- Runs Early Career Teacher (ECT) Programmes in collaboration with the Flying High Teaching School Hub.
- Established the Transform Enrichment Diploma (TED) in 2017, providing an age-related framework for enrichment activities designed to develop children's skills, talents, and character.

For more information, including policies on child protection, safeguarding, health and safety and recruitment, visit Transform Trust's website. Applicants should also check the policies available on the school website for the specific role they are applying for.



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5. Details of the role

Deputy Head Teacher – Bagthorpe Primary School

Required for September 2025

NOR: 167 (Group 2)

Leadership Points 6–10 (£56,316–£62,202 FTE per annum)

Following the upcoming retirement of our valued and highly respected Deputy Head Teacher, the Governing Body of **Bagthorpe Primary School** is seeking to appoint a dedicated and inspiring leader who can continue to support the school's vision and values with passion and commitment. We are looking for a leader who is ready to embrace both the challenges and opportunities that come with guiding our school as we transition into the **Transform Trust Multi-Academy Trust (MAT)**.

Bagthorpe Primary is a **Nottinghamshire County Council Local Authority maintained Community School**, operating as a **one-form entry school** that prides itself on its strong sense of community, family ethos, and focus on core values. Nestled within a **five-acre site** featuring extensive woodland, a trim trail, and a brook, we provide children with rich opportunities for outdoor learning and personal growth through programmes such as **Let's GLOW! Days**. Our Core Values - Moral Purpose, Humility, Compassion, Integrity, Accountability, Courage, and Determination - are embedded in everything we do, guiding both our curriculum and relationships.

In preparation to become a Transform Trust school, we align our policies, practices, and expectations with the Trust's core values of **Respect, Kindness, Equity, and Creativity**, ensuring a smooth transition to academy status. This is an exciting opportunity for an ambitious leader to play a pivotal role in shaping the school's next chapter while maintaining the nurturing and inclusive environment that Bagthorpe is known for.

We are looking for a Deputy Head Teacher who:

- Inspires and motivates staff and children to achieve their full potential
- Models excellent teaching practice and ensures high standards across the school
- Has a proven track record in school improvement and curriculum development
- Can lead with empathy, integrity, and a deep understanding of children's wellbeing
- Demonstrates a commitment to continuous professional development
- Is an effective communicator and can build strong relationships with children, families, and the wider community

We can offer:

- The opportunity to contribute to a thriving and values-driven school community
- A supportive and experienced team that is committed to excellence
- Strong relationships with families and the wider community
- Opportunities for professional growth, including Transform Trust's 'Transform Applied' CPD programme
- Access to a wide range of resources and networks as part of the Transform Trust family
- A rich environment for outdoor learning and enrichment activities



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How to apply:

Bagthorpe Primary School is committed to equality and diversity. We welcome applications from candidates of all backgrounds.

Please complete the application form which is available on the **school website** www.bagthorpeprimary.com/job-vacancies.

Completed application forms should be returned to Mr David Walton (Head Teacher) at mariaclifton@bagthorpe.notts.sch.uk or by hand/post to Bagthorpe Primary School, School Road, Bagthorpe, Notts NG16 5HB (if you choose to send by post, please ensure the correct postage is used to ensure your application is received on time).

Please note that only fully completed application forms will be accepted and the school will not accept CVs in lieu of the application form. Ensure that any gaps in education or employment history are accounted for in your application.

Closing date: Friday 2nd May 2025 at 9am

Interviews: TBC

School visit dates available:

- Tuesday 22nd April at 4:00pm
- Wednesday 23rd April at 8:30am
- Thursday 24th April at 9:30am and 4.00pm
- Friday 25th April between 11:15am–3pm

To arrange a visit or for an informal discussion with the Head Teacher, please contact **Maria Clifton, Office Manager**, at mariaclifton@bagthorpe.notts.sch.uk.

Thank you for your interest in this vacancy - we look forward to hearing from you.



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6. Job Description and Person Specification

School: Bagthorpe Primary School
Post Title: Deputy Head Teacher
Grade/Pay Range: L6-L10 - £56,316 - £62,202
Hours/weeks: Full Time
Reporting to: Head Teacher and Governors of the school
Department/Team: Leadership

Context for the Role:

Bagthorpe Primary School is a Nottinghamshire County Council Local Authority maintained Community School that is shortly due to join **Transform Trust** Multi-Academy Trust (MAT). In anticipation of this conversion, and to ensure a smooth transition to academy status, the school currently operates as a *de facto* Transform Trust school, aligning its practices, policies, and expectations with those of the Trust.

TUPE Transfer:

In the event that the conversion to academy status has not been completed before the successful candidate takes up the post, they will initially be employed by Nottinghamshire County Council. Upon conversion, employment will be transferred to Transform Trust under the **Transfer of Undertakings (Protection of Employment) Regulations (TUPE)**. This process ensures that all terms and conditions of employment remain protected during the transition.

Transform Trust Expectations:

This job description reflects the practices, expectations, and operational frameworks of Transform Trust, as these currently underpin the way the school functions and will continue to do so following the conversion.

Overall Purpose of Post

Carry out the duties of this post in line with the remit outlined in the current 'School Teachers' Pay and Conditions Document' including the conditions of employment for Deputy Head Teachers and the school's own policies.

Under the overall direction of the Head Teacher:

- Play a leading role in formulating the aims and objectives of the school.
- Be responsible for assessment, data preparation and analysis of all pupils, including monitoring of progress towards achievement.





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- Proactively manage staff and resources, building effective relationships.
- Support in organising professional development for teaching staff in line with identified needs and school improvement priorities. Monitor and evaluate its impact.

Take full responsibility for the school in the absence of the Head Teacher.

Carry out professional duties of a teacher, as required.

Take responsibility for child protection issues, as appropriate.

Take responsibility for promoting and safeguarding the welfare of children and young people within school.

To embrace and exhibit the key behaviours in line with those of Transform Trust Deputies.

Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all school standard computer hardware and software packages where appropriate. Specific responsibilities include:

Shaping the Future

- In partnership with the Head Teacher, Governors and Trust, establish and implement an ambitious vision and ethos for the future of the School.
- Play a leading role in the school improvement and school self-evaluation planning process.
- Devise, implement and monitor action plans and other policy developments.
- Lead by example to motivate and work with others.
- In partnership with the Head Teacher, lead by example when implementing and managing change initiatives.
- Promote a culture of inclusion within the school community where all views are valued and taken in to account.
- Put provision in place to ensure that progress of pupils with SEN improves relative to those without SEN.
- Ensure that the school carries out its statutory responsibilities regarding all pupils with a Statement of Special Educational Needs.

Leading 'Teaching and Learning'

- Be an excellent role model, exemplifying a high standard of teaching when necessary, and promoting high expectations for all members of the school community.
- Work with the Head Teacher to raise standards through staff performance management.
- Lead the development and delivery of training and support for staff.
- Work in partnership with the Head Teacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- With the Head Teacher, lead the processes involved in monitoring, evaluating and challenging the quality of teaching and learning taking place throughout the school, including lesson observations to ensure consistency and quality.
- Ensure the systematic teaching of basic skills and recording of impact is consistently high across the school.



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- Develop, review systems to ensure robust evaluation of school performance, progress data and actions to secure improvements comparable to appropriate national standards.
- Ensure through leading by example, the active involvement of pupils and staff in their own learning.
- Support the identification of and disseminate the most effective teaching approaches for individual pupils with SEN.
- Collect and interpret specialist assessment data to inform practice.
- Undertake day-to-day co-ordination of SEN pupils' provisions through close liaison with staff, parents and external agencies.

Developing Self and Others

- Organise and support the induction of staff new to the school and those being trained within school.
- Participate as required, in the selection and appointment of teaching and support staff including overseeing the work of supply staff/trainees/volunteers in the school in the absence of the Head Teacher.
- Be an excellent role model for both staff and pupils in terms of being reflective and demonstrating a desire to improve and learn.
- Take responsibility and accountability for identified areas of leadership including statistical analysis of pupil groups, progress data and target setting.
- Work with the Head Teacher to deliver an appropriate programme of professional development for all staff, in line with the 'School Improvement Plan' and performance appraisal.
- Actively engage in professional development opportunities provided by Transform Trust including supporting the Deputy Head network.
- Provide professional guidance to staff to secure good teaching for SEN pupils, through both written guidance and meetings.

Managing the Organisation

- Lead regular reviews of all school systems to ensure statutory requirements are being met and improved where appropriate.
- Working with the Head Teacher, undertake key activities related to professional development and personnel/HR issues.
- Ensure a consistent approach to standards of behaviour, attendance and punctuality are implemented across school.
- Be a proactive and effective member of the Senior Leadership Team.
- Ensure the day-to-day effective organisation and running of the school including the deployment of staff, as appropriate.
- To undertake any professional duties, reasonably delegated by the Head Teacher.

Securing Accountability

- Lead and support the staff and Governing Body in fulfilling their responsibilities with regard to the school's performance and standards.
- Support the Head Teacher in reporting the school's performance to its community and partners.
- Promote and protect the health, safety and welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within school.



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Strengthening Community

- Work with the Head Teacher in developing the policies and practice, which promote inclusion, equality and the extended services that the school offers.
- Develop and maintain contact with all specialist support services, as appropriate.
- Promote the positive involvement of Parents/Carers in school life.
- Organise and conduct meetings, where appropriate with Parents/Carers to ensure positive outcomes for all parties.
- Strengthen partnership and community working.
- Promote positive relationships and work with colleagues in other schools, across the Trust and external agencies.

The Position of Designated Safeguarding Lead (DSL)

- The Governing body has appointed an appropriate senior member of staff, from the school leadership team, to the role of designated safeguarding lead. The Deputy Head Teacher will also be a Designated Safeguarding lead alongside the Head Teacher.
- The designated safeguarding lead should take lead responsibility for safeguarding and child protection.
- This DSL will have the appropriate status and authority within the school to carry out the duties of the post.
- They will be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and interagency meetings and/or to support other staff to do so and to contribute to the assessment of children.
- There will be appointed a deputy designated safeguarding leads who will be trained to the same standard as the designated safeguarding lead.
- Whilst the activities of the designated safeguarding lead can be delegated to the deputy, the ultimate lead responsibility for child protection, as set out above, remains with the designated safeguarding lead; this lead responsibility will not be delegated.
- This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document must not be altered once it has been signed but it will be reviewed annually as part of the appraisal process, or as appropriate.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all school policies including in particular Health and Safety and Safeguarding.
- Participate in the school Appraisal process and undertake training and professional development as required.
- Contribute to the overall aims and ethos of Bagthorpe Primary School and of Transform Trust.
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.



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These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder:

Signature:

Date:



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Person Specification

Essential	Desirable
<p>Qualifications</p> <p>Qualified Teacher Status</p>	<p>Evidence of additional further educational qualifications.</p>
<p>Experience</p> <p>Be a consistently excellent teacher and be able to model and exemplify this to others.</p> <p>Substantial knowledge and understanding of learning and teaching across the primary age range.</p> <p>Experience of a significant leadership role.</p> <p>Experience of Assessment for Learning, delivery of the Curriculum.</p> <p>Leading and managing change.</p> <p>Experience or understanding of the unique challenges of working within a multiculturally diverse school/community.</p>	<p>Experience of working with school Governors.</p> <p>Experience of teaching in more than one key stage.</p> <p>Awareness of the additional opportunities and challenges of Academy status.</p> <p>SEN and/or Safeguarding strength/background.</p>
<p>Knowledge & Understanding</p> <p>A practitioner with a very good knowledge and understanding of:</p> <ul style="list-style-type: none"> • Current national education initiatives. • Target setting; pupil tracking; and other methods of analysing both pupil attainment and achievements. • The importance of measuring the impact of interventions and taking next steps to ensure progress. • Strategies for inclusion and development of all children. • A commitment to developing an enriched and diverse curriculum in school and through extra-curricular activities. • ICT and its effective use as a management tool as well as across the curriculum to enhance teaching and learning. • Child Protection and Safeguarding procedures and legislation. 	<ul style="list-style-type: none"> • Active contribution to the whole School Improvement Plan. • Monitoring and reviewing the School Improvement Plan. • Working in partnership with parents and outside agencies.





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<p>Leadership Skills</p> <p>Take a lead role in school development</p> <ul style="list-style-type: none"> • Demonstrate outstanding practice in class teaching. • Communicate clearly and effectively with all those involved in the life of the school. • Be flexible and supportive of all staff. • Contribute to staff development activities; Experience of coaching and mentoring staff to improve quality of teaching. • Set a good example in terms of punctuality, attendance and general professionalism. • Think creatively and imaginatively to solve problems and identify opportunities. • Lead and manage people to work both individually and in teams; to facilitate a collaborative approach to decision making. • Ability to work in tandem with the Head Teacher enabling school vision to be put into practice. 	<p>Leadership Skills</p> <ul style="list-style-type: none"> • Experience of motivating and inspiring confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school. • Dealing sensitively with people and resolving conflicts. • Deploying staff to ensure children/groups of children make good or better progress. • Attending Governors' meetings. • Willingness to partake in Trust networks
<p>Personal Attributes</p> <p>Ability to plan time and organise work effectively. This will include an ability to:</p> <ul style="list-style-type: none"> • Prioritise and manage time. • Be an excellent communicator. • Capacity to influence others. • Be approachable. • Work under pressure and meet deadlines. • Be self-motivating and set personal goals. • Be innovative 	
<p>References are essential</p> <p>At least two fully supportive references, one from the current employer.</p>	

Bagthorpe Primary School is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks



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7. How to Apply and Key Information

The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment. Please note that in line with the safeguarding due diligence requirements, if you are shortlisted, references will be requested prior to interview from your current or last employer. Where there has been a break in teaching, references will also be sought from your previous school/employer. Referees may also be contacted by telephone.

You will need to bring with you to the interview original documentation to prove your identity and that you have a right to work in the UK.

You will need to bring with you to the interview original qualification certificates essential to the post.

In accordance with KCSIE an online search of publicly available information will be undertaken on all shortlisted candidates to help identify any incidents or issues, which the school may wish to explore with an applicant at interview.

Please also note that if you are successful for teaching post in a school you will also be subject to the full range of pre-employment checks which will include a prohibition from teaching check and for certain posts in schools a disqualification under the childcare act 2006 check will also be required if you work in certain settings.

The School, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service. Disabled candidates who meet the essential requirements of the post will be guaranteed an interview.

Equal Opportunities Policy statement

Nottinghamshire County Council, together with the recognised trade unions, is committed to the development of positive policies to promote equal opportunities in employment and in the delivery of our services, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity or trade union membership status. This commitment will apply to recruitment and selection practices, training and development, promotion and in the application of national and local agreements in respect of pay and conditions of service.

The operation of this policy is monitored and reviewed periodically through established joint consultation procedures with staff and trade unions. If any employee considers that she or he is the subject of unequal treatment on any of the above grounds, a complaint may be made through the agreed procedures for dealing with grievances.





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Safeguarding Children Policy Statement

Nottinghamshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We will respond robustly to all concerns about the safety and welfare of children, young people and vulnerable adults that are reported to us. This commitment applies equally to children and young people that we work with directly and those that we come into contact with. We expect all staff and volunteers to share this commitment.

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We will endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse, neglect and risks linked to online harm and follow our procedures to ensure that children receive effective support, protection, and justice.

Everyone who works at the school understands they are an important part of the wider safeguarding system for children and accepts safeguarding and promoting the welfare of children is everyone's responsibility and everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all our staff, including supply staff and volunteers will ensure their approach is child-centre and will be supported to consider, at all times, what is in the best interests of the child.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment.
- Preventing the impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Bagthorpe Primary School is committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children's barred list clearance and completion of safeguarding children in education training



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8. The Recruitment Process

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

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.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (ie, utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name

Documents confirming any educational or professional qualifications that are necessary or relevant for the post, ie, degree certificate, QTS certificate.

Please note that originals of the above are necessary - photocopies or certified copies are not sufficient.

You will also be asked to complete a self-declaration regarding your suitability to work with children and provide your consent to us holding certain data about you.

You will receive a letter or email with details of the interview process, what to prepare and what to expect, ie, teaching task, tasks relevant to the role and formal interview. All roles working in school will be subject to a formal interview as a minimum. 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 use of authority and maintaining discipline

Unfortunately, due to the high number of applications we receive, we are not able to provide feedback if you are not shortlisted.

Guidance notes for completing application forms

These notes have been put together to help you complete your application form. Please read them carefully, along with any other information supplied, before you start.

Candidates will be short listed solely on the information supplied in the application form, measured against the person specification. Be clear that you can demonstrate that you meet the essential requirements of the person specification before proceeding.





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Successful candidates must fully meet all the essential criteria, eg, qualifications, experience and any other requirements in relation to working with children and young people. If you are shortlisted the interview process will be designed to assess your ability to meet the essential requirements of the post (including suitability to work with children). For shortlisted candidates any discrepancy or anomalies in the information provided or issues arising from references will be followed up during the interview.

Migrant workers: In order to comply with the provisions of the Illegal Working Regulations, employers are required to see and retain copies of documentary evidence that confirms the entitlement of all new employees to work in the UK.

If you are shortlisted, you will be asked to take your documents to the interview where the Appointing Officer will photocopy these and check your right to work in the UK for the purposes of the Illegal Working Regulations.

If you are the successful candidate copies of your documents will be kept on your personal file. If you are unsuccessful then copies of your documents will be destroyed.

Filling in the form: Please note CVs will only be accepted if accompanied by a fully completed standard school application form.

- We will not make any assumptions about your abilities and do not take into account any previous applications or any prior knowledge of you.
- The form needs to be legible and should be completed in black ink or typed.
- It may be helpful to make a rough draft of the form and to retain a copy.
- If the advert states the post is available for job share, make sure you indicate if you want to apply on that basis.
- If you would like to receive the form in an alternative format, please contact the school office.

Personal details: Enter fully and clearly your details in block capitals. If you do not have an NI number, contact your local Department for Work and Pensions (DWP) office.

Present or last employer: State clearly your present or last employer's name, address and post held.

Previous employment: In accordance with statutory requirement for all school-based appointments it is essential that you include and give accurate dates and provide reasons for all breaks in your employment history. Please therefore include dates of all periods of education / training /employment /voluntary experience and any periods of unemployment or other breaks. Please start with the most recent first. (Please continue on separate sheet if necessary).

Education, qualifications and relevant training attended: Provide full details of your education at secondary level and above, where applicable. Include details of any special skills training, day release, evening classes or other relevant knowledge. If a qualification has been asked for, make sure you give all the information required and levels of any examinations taken. You will be expected to provide documentary evidence if invited for an interview.

Additional information in support of your application: This section is very important. It gives you the opportunity to detail why you are the best person for the job and why you are applying. Use the job description and person specification as a guide, and focus on how your skills, knowledge and experience meet the job requirements, giving specific examples. Also include any voluntary work you may have been involved in, experience at school or any relevant experience outside work.



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References: Give the name and address of two people who can provide a reference in support of your application. One of these must be your manager in your present (or most recent) employment (or tutor/headteacher if in full time education).

If you are applying for a teaching post and are not currently employed as a teacher, we will contact the school, college or local authority at which you were most recently employed to confirm details of your employment and the reasons for leaving.

If you are currently unemployed, please give details of your manager in your most recent employment if possible and / or a suitable alternative. Please note that members of your family friends and relatives are not acceptable referees. The Authority and school you are applying to work in reserves the right to approach any previous employer or manager as part of the pre-appointment checks.

Please note that references will be sought on all short-listed candidates before an interview.

Online searches: In line with KCSIE, the recruitment process for shortlisted candidates will include an online search of publicly available information to help identify and incidents or issues which the school may wish to explore with applicants at interview.

Health/Medical Details: At the conditional offer stage, the “preferred candidate” (successful applicant) will be required to complete a confidential medical questionnaire and may be required to undergo a medical examination, prior to confirmation of appointment.

Disclosure of Criminal Background: If the post you are applying for requires an enhanced Disclosure and Barring Service (DBS) check. The post will be exempt from the Rehabilitation of Offenders Act 1974 and rules relating to ‘spent’ convictions do not apply.

The amendments to the Exceptions Order 1975 (2013) provide that certain ‘spent’ convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the DBS website: www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide

It is important to note however that some cautions and convictions will never be filtered off a DBS record and must be disclosed by a prospective employee. Please refer to the guidance in the filtering guide in the above website or find the specific link to this list of information at www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check.

Following the interview process, if you are the preferred candidate, you will be required to complete a DBS application form.

If you have queries about the DBS check, or would like a copy of the DBS Code of Practice, please contact the Business Support Centre, tel: 0115 977 2727 (Option 1, Option 3) or visit the DBS website: www.gov.uk/disclosure-barring-service-check.

General: For NCC maintained and voluntary aided schools you must indicate whether you are related to a member of the County Council or an employee of the authority. It is not normally permissible to appoint direct relatives to posts involving a direct supervisory role.



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Equalities Act 2010: Information disclosed in this section is to enable a fair decision to be made and not to discount applicants. It is used to ensure appropriate support is offered through the selection process and to guarantee disabled applicants who meet the essential shortlisting requirements an interview.

Declaration: You will need to sign and date your application form to declare that all information is correct. You also need to confirm that you:

- are not on the Children's Barred List and not disqualified from working with children
- are not subject to sanctions imposed by a regulatory body, eg, Teaching Regulation Agency
- have the legal right to work in the UK. (You will be asked to provide documentary evidence of this prior to commencing work with the Authority) .

If you are going to send the completed form by e-mail, you will be asked to sign the form, if selected, at the interview.

Equality and Diversity Monitoring

Nottinghamshire County Council / The School / The Academy Trust has an Equality Policy and it is important that you provide the information requested on the Equality and Diversity Monitoring Form. It will help us to better monitor the fairness and effectiveness of our employment practices. This part of the form will not be used to shortlist applicants for interview and will not be viewed by the recruitment panel. You are also assured that the personal information you provide will be treated in the strictest confidence and will only be used to monitor the fairness and effectiveness of our service delivery and employment practices.



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