



Recruitment Pack

School: William Booth Primary & Nursery School

Role: Deputy Head Teacher

Closing date: 4th October 2023 @ midday.





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1. Message from Headteacher, Claire Paparozzi

Dear Applicant,

Thank you for taking an interest in applying for a job at our wonderful school.

I feel extremely proud to be the Head Teacher of this fantastic city school where I work alongside a talented and dedicated staff team and governors and with wonderful children and their families. Achievement and enjoyment are important goals that we are determined to provide for our children in a warm and friendly atmosphere. We pride ourselves in providing a secure, yet stimulating and challenging learning environment for all – as our school motto states: “Believe to Achieve”.

We can offer you:

- A welcoming community and a highly motivated, professional staff team that are driven towards continuously raising standards
- A happy working environment with friendly and well-behaved children, who highly value their relationships with trusted adults
- Excellent professional development opportunities through an extensive range of network groups and other Transform Trust initiatives
- Calm and purposeful environments
- Excellent partnerships between pupils, staff, parents, governors and community
- Suitable training, where required
- Career opportunities as part of a successful Multi Academy Trust

You are warmly welcomed to contact the school on 0115 9155821 to arrange a visit.

Kind Regards

Claire Paparozzi

Headteacher



2. Our School

William Booth is an average sized, thriving 210 primary school with a 60 place Nursery, very close to the city centre. The school is set on a fairly large site and considerable efforts have gone into making the most of the site to provide our children with an appropriate and stimulating outdoor environment.

Visitors to the school always talk very enthusiastically about the quality of the learning environment and the highly tangible warm, inviting and positive ethos. A quote from one of our visitors encapsulates William Booth very well: "There is something special about the place the moment you step through the door. It is a haven for everyone in the middle of a very busy city".

The school was last inspected recently by OFSTED in September 2021. Some of the main findings were that: -

- The school is a GOOD school.
- Pupils are at the heart of the school.
- Leaders have created a well-sequenced curriculum.
- Pupils enjoy a wide range of subjects and the rich mix of after-school activities.
- There are many opportunities for pupils to develop their confidence and resilience.
- Pupils are keen to learn and respond well to their teachers' expectations of behaviour and learning.

We serve a varied catchment area and our children reflect a variety of social, cultural and academic backgrounds.

Please see our school website for more information - <https://www.williambooth.nottingham.sch.uk/>



3. Message from Rebecca Meredith CEO

Dear Applicant,

Thank you for your interest in working with Transform.

The recruitment pack should give you all the information needed, if you should need anything further please do not hesitate to ask or refer to our website <https://www.transformtrust.co.uk/> or the relevant school website for additional information.

At Transform, children come first. We have four Transform values: Respect, Kindness, Equality and Creativity. We believe that when every member of Transform lives by these then we will fulfill our aspiration "Together we Achieve".

Each and every member of the Transform team is the key to our continued success. We passionately believe in your professional learning, offer a wide range of employee benefits and actively listen to your feedback.

Children only get one opportunity at accessing an excellent education in order to grow into successful, happy and fulfilled adults. Join Transform and collectively we can ensure the children get the educational experience they deserve.

I hope that you find the information enclosed useful in your consideration of joining such a special extended family. I wish you every success and look forward to meeting and working with you.

All the very best.

Rebecca Meredith

CEO – Transform Trust



4. Transform Trust

We are an innovative Multi Academy Trust, established in 2013. Rebecca Meredith CBE arrived at Sneinton St Stephens C of E Primary as Head in 2002 when the school was in Special Measures and took it on an improvement journey to Outstanding. Building from this, Rebecca founded the Transform Teaching School with initially 10 member schools in Nottingham City, the aim to share and develop school to school support across like-minded professionals. Transform Trust was then founded in 2013, based on the principles of the Teaching School around sharing best practice

We currently have over 7000 children in 21 Primary schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. We employ over 1100 staff and enjoy a high staff satisfaction rate. We like to think our values and ethos set us apart from other Trusts in that we have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus

School	LA	Date joined Transform	Current Ofsted grading
Allenton Community Primary	Derby	1 January 2015	Good (April 2023)
Ashbrook Junior	Derbyshire	1 September 2020	Good (June 2023)
Breadsall Hill Top Primary	Derby	1 July 2017	Good (October 2021)
Brierley Forest Primary	Nottinghamshire	1 October 2022	Inadequate (November 2021)
Brocklewood Primary	Nottingham	1 January 2015	Good (March 2023)
Bulwell St Mary’s C of E Primary	Nottingham	1 August 2016	Good (March 2019)
Burford Primary	Nottingham	1 August 2016	Good (May 2019)
Edale Rise Primary	Nottingham	1 April 2014	Good (June 2023)
Highbank Primary	Nottingham	1 October 2013	Good (February 2023)
Lawn Primary	Derby	1 December 2019	Outstanding (April 2016)
Parkdale Primary	Nottinghamshire	1 July 2018	Good (November 2022)
Pear Tree Community Junior	Derby	1 July 2017	Good (November 2021)
Ravensdale Junior	Derby	1 September 2019	Good (June 2017)
Robert Shaw Primary	Nottingham	1 June 2017	Good (September 2021)
Rosslyn Park Primary	Nottingham	1 January 2015	Good (November 2017)
Sneinton St Stephen’s C of E Primary	Nottingham	1 January 2013	Outstanding (May 2011)
South Wilford Endowed C of E Primary	Nottingham	1 January 2018	Good (December 2022)
Whitegate Primary	Nottingham	1 July 2017	Good (September 2021)
William Booth Primary	Nottingham	1 June 2017	Good (September 2021)
Woodland View Primary School	Derbyshire	1 May 2023	Requires Improvement (April 2019)
Zaytouna Primary	Derby	1 September 2018	Requires Improvement (July 2019)



Through our Trust, we offer unrivalled opportunities for professional development and networking, from specialist leadership support and mentoring for our Headteachers to bespoke CPD for teaching and support staff. This is through Transform's unique and highly regarded CPD offer Transform Applied www.transformapplied.co.uk.

In 2021 the Teaching School model was changed nationally so although no longer a Teaching School we now work closely with Flying High Teaching School Hub. We are also strategic partners in East Midlands Maths Hub and Derby Research School. Our links with the Flying High Teaching School Hub, allows us to offer access to a comprehensive range of professional development, research and innovative programmes and networks from initial teacher training to Senior Leader development as well as special events designed to inspire and motivate.

We have cultivated a strong supportive environment for our schools that utilises the collective skills and knowledge of our independent-minded Headteachers and practitioners, enabling our schools to achieve high educational standards.

Centrally, we have a team of Governance, Safeguarding, Programme / Project, Finance and Human Resources specialists who ensure all the functions of the Trust operate effectively and efficiently. Each service area has an Executive Lead responsible for setting the strategy for improvement and development.

Our Purpose

To be an innovative and inclusive Trust working for all children.

Our Vision

As a Trust we are committed to transforming the lives of all of the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end, we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

Our Values

Our values are woven into all aspects of our organisation; its strategy, operations and provision, and are a clear and concise articulation of our purpose:

Respect,
Kindness,
Equality,
Creativity
Key facts:

- We host a Children's Parliament, Children's Celebration, Sports and Arts festivals and work together to support children and families with SEND – we care passionately about the whole child.
- Our unique Trust Guardians group provides school support, guidance and challenge to ensure children are kept safe, attend, have equal access and their welfare promoted.
- We employ over 1100 staff and enjoy a high staff satisfaction rate. We recognise that our school leaders and teams are our most important resource and we value their work, passion and commitment. We recognise the importance of staff welfare and a managed workload, and the place that wellbeing plays in the recruitment and retention of staff.
- We don't operate performance related pay for Main Pay Scale teachers- you will increment each September up to Main pay point 6 unless significant concerns about standards of performance have



- been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been addressed through support provided by the school by the conclusion of that process. Thereafter you must apply to move through threshold.
- Support staff increment each April up to the maximum point for their grade
 - We undertake an annual staff survey plus termly shorter surveys to gather your views and make changes to help shape our Trust.
 - We encourage staff to undertake training and development, and where appropriate, to explore new challenges within their own school or through opportunities for secondments or promotions to other schools within the Trust. Professional development is key to our success. We work closely with Flying High Teaching School Hub and other strategic partners to produce bespoke CPD.
 - We encourage the sharing of good practice between schools and have set up Professional Learning Communities (network groups) and partnerships to support this. We have a well-developed secondment policy and system across the Trust that allows opportunities for people to develop their potential in a different role.
 - Running through our core principles is the FED style of leadership (Future, Engage Deliver) and we work closely with the founder, Steve Radcliffe to deliver this.
 - We are clear about our expectations of employees and offer a transparent and supportive working culture in return.
 - We offer staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts, discounted gym/leisure membership at some local authority run leisure centres, free eye tests for those who use VDU equipment; we offered 'flu jabs for staff this year and actively seek employee views on what they would like as part of an employee benefits package.
 - We have a highly-skilled team that offer Trust schools tailored teaching and learning and leadership support. The team work directly with schools and facilitate collaborative planning and Continuing Professional Development (CPD) across the Trust through our high regarded CPD service www.transformapplied.co.uk.
 - Our dedicated Trust Associates deliver a comprehensive annual calendar of over 40 high quality CPD programmes meeting the needs of our staff. These include coaching, reading specialist, TA workshops, mastery maths, early years leadership, curriculum development, ECTs and digital teach-meets.
 - We have Directors that drive key strategic areas such as Adult Learning, Inclusion, Quality Assurance, People Engagement and Early Career Teaching.
 - Access to apprenticeship levy funded training to enhance our CPD offering.
 - We also run ECT Programmes to nurture and develop our early career teachers working in partnership with Flying High Teaching School Hub.
 - In 2017 we launched our Transform Enrichment Diploma (TED) which provides an age-related framework for enrichment to access a range of activities to develop skills, talents and character for all our pupils.

Access to our policies including child protection and safeguarding; health and safety; and recruitment and selection can be found on our website <https://www.transformtrust.co.uk/policies/>

Please also check out the policies on the school website for the role you are applying for.



5. Details of the role

Deputy Head Teacher – William Booth Primary and Nursery School – from January 2024.

Leadership Points 6-10 (salary FTE £50,122 - £55,360)

NOR: 210

William Booth Primary and Nursery School would like to appoint an inspirational leader to undertake the role of Deputy Headteacher from January 2024.

William Booth is an average sized, thriving 210 primary school with a 60 place Nursery, very close to the city centre. The school is set on a fairly large site and considerable efforts have gone into making the most of the site to provide our children with an appropriate and stimulating outdoor environment.

Visitors to the school always talk very enthusiastically about the quality of the learning environment and the highly tangible warm, inviting and positive ethos. A quote from one of our visitors encapsulates William Booth very well: "There is something special about the place the moment you step through the door. It is a haven for everyone in the middle of a very busy city".

The school was last inspected by OFSTED in September 2021. Some of the main findings were that:-

- The school is a GOOD school.
- Pupils are at the heart of the school.
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- Pupils enjoy a wide range of subjects and the rich mix of after-school activities.
- There are many opportunities for pupils to develop their confidence and resilience.
- Pupils are keen to learn and respond well to their teachers' expectations of behaviour and learning.

We serve a varied catchment area and our children reflect a variety of social, cultural and academic backgrounds.

We warmly welcome interest from those who are passionate about making a real difference to the lives of children and thrives on challenging themselves and others to keep on improving. Our working relationships are positive, supportive and forward looking.

Our new deputy headteacher will:

- Undertake a 0.6 teaching commitment in Key Stage 2 alongside a 0.4 leadership role and PPA.
- Have the ability to identify and deliver outstanding teaching.
- Have previous leadership experience within a primary school, ideally at senior leadership level.
- Be a collaborative and inspirational leader, with a strong ability to motivate and empower staff and children to achieve their full potential.
- Care passionately about children and their development whilst still driving forward pupil progress and achievement.
- Have excellent interpersonal and communication skills, able to build on and maintain strong relationships with staff, parents and carers, children, governors and the local and wider community.
- Have the ability to lead on further improving teaching and learning and developing the wider curriculum, including a core subject.



In return we offer:

- A welcoming community and a highly motivated, professional staff team that are driven towards continuously raising standards.
- Calm and purposeful learning environments
- Friendly, polite, well behaved children who deserve the very best
- Excellent partnerships between pupils, staff, parents, governors and community
- A forward-thinking approach to teaching and learning throughout the school

How to apply

Equality and diversity matters to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Please complete the online application form which you will find on the Transform Trust website <http://www.transformtrust.co.uk/vacancies>.

Any questions or queries should be directed to Rachel Lee at William Booth Primary and Nursery School on rachel.lee@williambooth.nottingham.sch.uk or Telephone: 0115 9155821

Closing date for applications: Wednesday 4th October 2023 Midday

Interview date: Tuesday 17th October 2023.

Safeguarding

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. All appointments are subject to safer recruitment procedures and pre-employment background checks, including satisfactory references, medical, Enhanced DBS with children's barred list clearance, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education

All school roles are classed as regulated activity and as such, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.



6. Job description and person spec

Job Description

School: William Booth Primary and Nursery School
Post Title: Deputy Head Teacher
Grade/Pay Range: Leadership
Hours/weeks: Full time
Reporting to: Head Teacher and Governors of the school
Department/Team: Leadership

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 Headteachers and the school/Trust's own policies.

Under the overall direction of the Headteacher:

- 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.
- 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 Headteacher.

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 Academy 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 Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Shaping the Future

- In partnership with the Headteacher, 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 Headteacher, 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 Headteacher to raise standards through staff performance management.
- Lead the development and delivery of training and support for staff.
- Work in partnership with the Headteacher in managing the school through strategic planning and the formulation of policy and delivery of strategy, ensuring management decisions are implemented.
- With the Headteacher, 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.
- 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 Headteacher.
- 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 Headteacher 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 provide 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 Headteacher, 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 Headteacher.

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 Headteacher in reporting the school's performance to its community and partners.
- Promote and protect the health and safety welfare of pupils and staff.
- Take responsibility for promoting and safeguarding the welfare of children and young people within school.

Strengthening Community

- Work with the Headteacher 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 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 Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Contribute to the overall aims and ethos of Transform Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe 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



Person Specification

Essential	Desirable
Qualifications	
Qualified Teacher Status	Evidence of additional further educational qualifications.
Experience	
<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>
Knowledge & Understanding	
<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.
Leadership Skills	
<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. 	<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.



- 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 headteacher enabling school vision to be put into practice.

- Dealing sensitively with people and resolving conflicts.
- Deploying staff to ensure children/ groups of children make good or better progress.
- Attending Governor's meetings.
- Willingness to partake in Trust networks

Personal Attributes

Ability to plan time and organise work effectively.

This will include an ability to:

- Prioritise and manage time.
- Have a sense of humour, energy and enthusiasm.
- 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

References are essential

At least two fully supportive references, one from the current employer.

Transform Trust 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



7. How to Apply and Key Information

Equality and diversity matters to us. If you think you'd be suited to this role we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Equalities

Transform Trust is a **Disability Confident Committed Employer** and we aim to ensure that our recruitment processes are inclusive and accessible.

We are committed to offering an interview to disabled people who meet the essential criteria as detailed in the person specification for the advertised role.

Shortlisting is based on the information you supply to support your application. Equal opportunity data is not shared with any member of the shortlisting panel prior to or during the selection process.

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability, we will adjust the working arrangement and/or the working environment, provided it is reasonable in the circumstances to do so. To be protected by the Act an individual must therefore have:

- A long term physical or mental impairment (lasting or likely to last for 12 months or more); and
- A condition that has a substantial adverse impact on his/her ability to carry out normal day-to-day activities.

The schools Equality Policy can be found on their website.

Flexible Working

We are committed as a Trust to supporting all employee's whether long standing, or new to Trust maintain a healthy and rewarding work / life balance. We have a Flexible Working policy that outlines our commitment and in addition, we are considering implementing the "Flex from 1" approach which is to allow an employee to request flexible working from their first day of employment.

Right to work in the UK

You must have the right to work in the UK to apply for any of our roles.

Qualifications

For certain roles such as Teachers you will need to hold the required qualifications to be considered. [Please refer to the person specification for details of the qualifications required for this role.](#)

Safeguarding

Transform Trust and its schools are 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, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education

All school roles are classed as regulated activity and as such, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children

All new Trust employees will be required to complete an **enhanced DBS with children's barred list** check which must be in place before they can start in the role.



The position you are applying for gives you privileged access to vulnerable groups therefore, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you must disclose spent and unspent convictions other than those which are so “protected”. 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. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service or the Ministry of Justice websites.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/organisations/ministry-of-justice>.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in.

The Schools policies including Child Protection and Safeguarding are available on their website.

Social Media checks

In line with Government guidance, Keeping Children Safe in Education 2022, we are required to undertake on line searches/ social media checks on shortlisted candidates to identify any information, incident or issue that has happened, which is publicly available online, and that may affect your suitability to work with children or the reputation of the school if you were to be employed.

If you are shortlisted, you will be asked to complete a data consent and self-declaration form which will ask you to provide details of your social media accounts / details of how to find your profile(s) on the internet. Failure to provide us with the information to allow us to undertake such checks will result in withdrawal of the invitation to interview.

Any information found in the public domain that could affect your suitability to work with children or the reputation of the school will be discussed with you and may result in any offer of employment that has been made being withdrawn.

References

You must provide two suitable referees to be able to provide factual information about you for us to consider as part of the recruitment process:

- Your first referee **must** be your current employer (or if you are not currently employed your most recent employer) and this needs to be completed by a senior person with appropriate authority (if your referee is school based then this should be the Headteacher)
- If you are not currently working with children but have done in the past, your second referee must be from an employer who can comment on your suitability to work with children.
- We do not accept open references ie “to whom it may concern”
- We only accept professional references and therefore cannot accept friends, relations, neighbours, work colleagues (unless they were your line manager and can advise on any disciplinary investigations) as named referees.
- Where possible please ensure one of your referees can comment on your suitability to work with children, this could be in a working or volunteering capacity (ie scout leader, class teacher if undertaken volunteering within a school, church/temple leader).

References will be called for before interview in line with our safer recruitment policy and will be sent electronically to the referees you name on your application form. Please ensure that you have contacted



your referee to ask them to provide a reference and ensure that their email address that you include in the application form is correct.

Completion of the Application Form

All roles are advertised on the Transform Trust website which links through to HireRoad (previously known as Vacancy Filler) which is an online application portal.

<http://www.transformtrust.co.uk/vacancies>

Please complete the application form before the closing date which will be detailed in the about the role section above

Please ensure that you follow the guidance on providing satisfactory referees who can comment on your suitability for the role and for working with children. One of your referees must be your current or most recent employer.

You are required to provide details of all employment since finishing full time education and account for any gaps in employment such as unemployment, maternity leave, raising a family, travelling, volunteering etc. The vacancy filler system will highlight any periods that there are gaps and these will need to be completed before the application can be submitted

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out in the person specification. For those candidates who are invited to interview, this information will be explored further.

You are invited to complete and return the Equality and Diversity Monitoring section which forms part of the application form. The information on the form will be treated as confidential, and used for statistical purposes only. Those who are on the shortlisting panel will not have access to this information.

Any questions or queries about the role should be directed to the school details of which are included in the " about the role" section above . Any technical queries relating to the HireRoad system will be supported by a member of the support team, please contact the team by calling 01509 236434.

Transform Trust and its schools are 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

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 (i.e. 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 i.e. 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 i.e. 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. The HireRoad system will send you an automated email once your application form has been successfully submitted which will advise that should you not hear from us within 10 working days of the closing date then you should assume that you have not been shortlisted on this occasion. Please do not be disheartened- check over your application form and see whether you think you could have given more evidence to meet the experience and qualities we are looking for ready for the next role that we may advertise.

If you are seriously interested in working for Transform Trust then why don’t you register for job alerts on our vacancies page <http://www.transformtrust.co.uk/vacancies>. This will ensure that you receive email alerts as soon as role are advertised that fit your selected criteria

9. Transform Trust Recruitment Privacy Notice

As part of your application to join Transform Trust or a Trust member school, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.



What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to, and including, shortlisting stage:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (which you can withhold if you wish and does not form any part of the recruitment process);
- Details of your referees;
- Whether you are related to any member of our workforce; and
- Details of any support or assistance you may need to assist you at the interview because of a disability.

Under GDPR the lawful bases we rely on for processing the above information is under Article 6(a), (b), (c) and (e) and for special data under Article 9 (a), (b) and (f).

Following shortlisting stage, and prior to making a final decision

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- Confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- Information regarding your criminal record (which should only be given under confidential cover);*
- In line with Department for Education, Keeping Children Safe in Education safer recruitment requirements, information found from undertaking online and social media searches which is publicly available. This would be a check that considers safeguarding risks only and your suitability to work with children. In addition, any accessible on-line information that may significantly harm the reputation of the School/Trust would also be reviewed. The search will be independently undertaken by someone not involved in the recruitment / selection process. *
- Information via the DBS process which may be regarding your criminal record, stated in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), as well as whether you are barred from working in regulated activity;*
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- Medical check to indicate fitness to work;*
- A copy of your UK Passport (or other appropriate right to work documentation as listed on the Home Office list);*
- If you are a teacher, we will check the Department for Education (DFE) Teachers' Services about your qualified teaching status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts). If you have taught abroad we will require letter of professional standing from the professional regulating authority in the country you taught;*
- For those working in a management role including line management of others we will check whether there has been a S128 direction made against you using Department for Education (DFE) Teachers' Services portal.*



- For those working with certain age groups we shall require you to complete a disclaimer confirming that you are not disqualified under The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 from working with children that are under the age of 8.*
- If you have lived abroad in the last 10 years we will require sight of an original overseas check (such as a police clearance or certificate of good conduct) from all countries you have lived in;*and
- Equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by Transform Trust, including in one of our schools, some of the information we collect will be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (which will be provided directly by you), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), DFE and the Home Office, during the recruitment process. For online /social media searches we will use common search engines , on-line tools and social media platforms

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with our legal obligations, carrying out tasks that are in the public interest, and taking the required steps with a view to entering into an employment contract with you.

This includes:

- To assess your suitability for the role you are applying for;
- To follow protocols before engaging in a contract with you;
- To check that you are eligible to work in the United Kingdom
- To check that you are not prohibited from teaching; and
- So that we are able to monitor applications for posts in Transform Trust to ensure that we are fulfilling our obligations under the public sector equality duty as part of the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful, then the duration will depend on the type of information that has been gathered.

For further detail please ask to see the appropriate section of our Information Register which details our retention and storage of information.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.



Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and/or HR professionals.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Jill Wilkinson, Transform Trust Data Protection Officer if employed centrally by the Trust: dataprotection@transformtrust.co.uk; or, if employed in one of our schools, the Headteacher who is the Data Controller for their school.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data;
- Have inaccurate or incomplete personal data about them rectified;
- Restrict processing of their personal data;
- Object to the making of decisions about them taken by automated means;
- Have your data transferred to another organisation; and
- Make a complaint for damage caused by a breach of their data protection rights.

If an individual wants to exercise any of these rights, then they should contact Jill Wilkinson on the contact details above. The law does not oblige the Trust and our schools to comply with all requests. If the Trust and/or school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Controller (Rachel Hannon) in the first instance, however an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact Jill Wilkinson, or Rachel Hannon (HR Director for Transform Trust; rachel.hannon@transformtrust.co.uk).



10. Terms and Conditions

We operate within the Burgundy (Teachers) and Green book (Support) national pay and conditions schemes in respect of sickness related absence, annual leave and family related leave (maternity, paternity leave and shared parental leave). Staff are encouraged to be members of a relevant Professional Association.

We operate a system of collective bargaining with Recognised Trade Unions which means we consult jointly with employee representatives on people policies and terms and conditions of employment. The Unions recognised by the Trust are as follows: NEU, NASUWT, UNISON, GMB, UNITE, NAHT and ASCL.

The Trust HR team meet with employee representative groups through a Trust JCC (Joint Consultative Committee). This joint dialogue about employee conditions of employment offers transparency and openness around any decisions that may impact on our employee's.

As Trade Unions are recognised by the Trust your contract of employment indicates you are entitled and encouraged to join a Trade Union and also that this arrangement is in place.

Pension Teachers Pension Scheme/ Local Government Pension Scheme

Employee Benefits: Employee Discount scheme (Viv-Up and Health Assured);
Flu Jabs
Salary Sacrifice Schemes eg cycle to work
Discounted Leisure club membership for some Local Authority Leisure Centres
Eye tests for those using VDU equipment as part of their role for more than 1 hour a day

Right to work: The successful applicant will need to provide proof of the right to work in the UK before taking up the post

Safeguarding: The successful applicant must have a clear enhanced DBS with children's barred list check in place before starting the new position and complete level 2 safeguarding training on taking up the post.