

# John Taylor MAT Recruitment Pack

2022/23



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# Welcome

## TO JOHN TAYLOR MULTI ACADEMY TRUST

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Dear Applicant

Thank you for your interest in a position within John Taylor Multi-Academy Trust. I hope that the information in this recruitment pack is valuable in furnishing you with the detail to assist you in your application and, more importantly, helping to develop your understanding of what it means to work within the JTMAT community and its family of schools.

Our mission statement within JTMAT is simple, and pre-dates the Trust itself, emanating from the founder school, John Taylor High. It is a statement of intent, and a commitment that we carry through all our work:

"We believe in the power of education to improve lives – and the world."

Schools within the Trust are staffed with colleagues – teaching and support – who share this belief, and are supported by governors and trustees who underpin it. The outcomes of our children are testament to it also. By the term "outcomes", we know that this transcends raw data measures (although it does include them) to reflect the true concept of education as "what survives after what has been learned has been forgotten." Our schools therefore value educational trips and visits, performances and events, and the interaction of children and adults beyond the formality of the timetable. We believe that this sets us apart.

In all that we do individually and collectively, we endeavour to display six key attributes that will enable us to be successful. They are:

- Our commitment to ensure learning is at the heart of all we do: Keeping "the main thing, the main thing" – prioritising our people, time, energy and funding to the improvement of the educational experience – both formal and informal – we provide.
- A passion for excellence: Only comparing ourselves with the best. When finding it, seeking to match and then surpass it.
- Restlessness and curiosity: Looking for opportunity to be involved and to learn from new experiences.
- Courage to innovate: Leading change – in teaching and learning, curriculum development, organisational structures.
- Tenacity and resilience: Holding to our mission in times of turbulence, and remaining resolute until we achieve what we set out to do.
- Collegiality: Listening to others, sharing with others, learning from others.

We want all of the children and young people in our schools to exhibit these qualities also.

I hope that you find the information enclosed useful in your considerations. Much more can be found on our website at [www.jtmat.co.uk](http://www.jtmat.co.uk). Should you share our vision and choose to apply for this position, I wish you every success.

With best wishes.



Mike Donoghue, CEO



**‘We believe in the power of education to improve lives – and the world’**

This statement is at the heart of the John Taylor story. It is a compelling story, and one which we hope you will wish to experience. We are driven to ensure that our community can realise its true potential through learning.

This is our mission. To that end, we provide the experiences, resources, structures and systems to enable all to engage, all to progress, all to achieve. Through the opportunities that our Multi-Academy Trust offers, we extend our mission beyond the school in which it originated.

## What makes us successful?

Our commitment to ensure learning is at the heart of all we do.

Keeping “the main thing, the main thing” – prioritising our people, time, energy and funding to the improvement of the educational experience – both formal and informal – we provide.

### **A passion for excellence**

Only comparing ourselves with the best. When finding it, seeking to match and then surpass it.

### **Restlessness and curiosity**

Looking for opportunity to be involved and to learn from new experiences.

### **Courage to innovate**

Leading change – in teaching and learning, curriculum development, organisational structures.

### **Tenacity and resilience**

Holding to our mission in times of turbulence and remaining resolute until we achieve what we set out to do.

### **Collegiality**

Listening to others, sharing with others, learning from others



# Information about the Trust

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JTMAT was established in 2014 with John Taylor High School as its first school. In 2015 our family of schools grew to include Kingsmead School in Hednesford, followed by Thomas Russell Infants School and Yoxall St Peter's C of E Primary School in Spring 2016. We were joined by Rykneld Primary School in November 2017 and Shobnall Primary School, The Mosely Academy and Winhill Village Primary and Nursery School joined in Summer 2018. In September 2018 we opened John Taylor Free School in Tatenhill and further extended our Trust with the inclusion of All Saints C of E and Needwood C of E Primary Schools on 1 December and Walton on Trent C of E Primary and Nursery School on 1 January 2019. In September 2019, we were joined by Church Gresley Infants and Nursery School and in February 2020 by Paulet High School. Each school has its own Local Governing Body which reports to the Trust Board. In addition to the above, the Trust is the DfE appointed sponsor for a new 1 FE Primary and Nursery school at Fradley Park in Lichfield which will open in September 2022, an all-through free school set to open in Rugeley in 2023, and a further 2FE primary at Branston Locks in 2024.

JTMAT is led by Chief Executive Officer, Mike Donoghue who was appointed Headteacher at John Taylor High School in January 2010 and designated a National Leader of Education in March 2013. He oversaw the first change to 'converter' academy status of an 'outstanding' school in Staffordshire in November 2010 and worked alongside other professional colleagues towards John Taylor's designation as a National Teaching School, again one of the first in Staffordshire. In 2014, Mike was elected to the inaugural Headteachers Board for the Regional School Commissioner (West Midlands) and was subsequently re-elected in September 2017 to serve a second, three-year tenure. He is a trained Pupil Premium Reviewer, a member of the Department for Education's Secondary Headteacher Reference Group and in January 2019 was elected Regional Lead (West Midlands) for the Teaching School Council.

Mike is supported in leading and managing the Trust by a Chief Operating Officer and central Trust team who bring specialisms in the areas of HR, finance, ICT, estates management, governance and school improvement.

Each school within the Trust has its own headteacher or head of school supported by skilled professionals who deliver their best every day, making a positive impact on the young people we are privileged to educate.

## JTMAT Schools



# JTMAT Objectives

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## **‘We believe in the power of education to improve lives – and the world’**

This statement is at the heart of the John Taylor story. We are driven to ensure that our communities can realise their true potential through learning. This is our mission. To that end, we provide the experiences, resources, structures and systems to enable all to engage, all to progress, all to achieve.

Through the opportunities that our Multi-Academy Trust offers, we extend our mission beyond the school in which it originated.

Our commitment to developing provision, improving learning and achieving greater outcomes within and across our schools is set out in the core objectives for the Trust:

- A. Children and young people are well-prepared for the next stage in their lives through experiencing the best learning opportunities through exceptional teaching and support, and access to high quality resources and provision in and beyond the classroom. Our schools’ curricula enrich and inspire more than those found elsewhere.
- B. Children achieve more, and make better progress, by attending a JTMAT academy than would otherwise be expected. We add value.
- C. Our academies are full, and always oversubscribed as a result of their popularity, reputation and success.
- D. Our academies are staffed with high-performing professionals, exhibiting passion and taking pride in their work which is underpinned by evidence-informed best practice, in a context of effective support and challenge. Impressive and ambitious people aspire to work for JTMAT.
- E. Individuals are recognised and valued by our academies, and the Multi-Academy Trust, where we place high value on the physical and mental health and the wellbeing of all with whom we engage.
- F. Accommodation and premises are safe, well-maintained, and with facilities that are constantly improving.
- G. Infrastructure is both effective and efficient, underpinned by sound financial management practices whereby value for money is always given due regard.
- H. Management systems are coherent and cohesive, and staffed by colleagues who are innovative, adaptable, and capable of absorbing new initiatives.
- I. Our academies, and the Multi-Academy Trust, are held in the highest regard by others within and beyond the education sector, and our work and its impact is validated by external accreditation and inspection

Covering the districts of East Staffordshire, Cannock, Lichfield, Tamworth, North Warwickshire and Nuneaton and Bedworth, the John Taylor Teaching School Hub is based at John Taylor High School, an Outstanding 11-18 school near Burton on Trent, and part of John Taylor MAT. Through high-quality service and the forging of local partnerships, we have established a strong track record of, and reputation for, providing exceptional professional development and support for teachers and leaders.

In joining us, colleagues place themselves at the forefront of national education innovations, initiatives, and bespoke, quality professional development by working in a Trust of schools that are part of a DfE designated Teaching School Hub. A range of opportunities become available for staff to develop personally and professionally as teachers and leaders, through access to, and possible facilitation on, a diversity of CPD programmes and work in partner schools to ensure the provision of a high quality 'golden thread' of professional development for colleagues at all career stages, working in all phases and sectors of education.

Our Teaching School Hub affords staff in our partner schools numerous opportunities, whether that be involvement in training the next generation of teachers, facilitating National Professional Qualifications to train middle and senior leaders, participating in exciting research and development projects or being able to study for a Masters-level qualification. The opportunities are extensive and include:

<i>Initial Teacher Education (JT SCITT)</i>	As a Teaching School hub, we are able to build on our success and expand our provision, reaching out and developing partnerships with more schools across East Staffordshire, Lichfield, Tamworth, Cannock, North Warwickshire, Nuneaton and Bedworth. The John Taylor SCITT works with over 60 local schools and offers Primary and Secondary Initial Teacher Training courses. Many staff from across JTMAT schools share their expertise on these programmes and act as Mentors and Subject Pedagogy Tutors to our trainee teachers.
<i>The Early Career Framework</i>	The content of the ECF has been designed to build upon, and complement, Early Career Teachers' initial teacher education. It is intended to support ECTs to develop in five core areas: Behaviour Management, Pedagogy, Curriculum, Assessment and Professional Behaviour. We are delivering a fully funded Full Induction Programme developed by Educational Development Trust, in partnership with Sheffield Institute of Education part of Sheffield Hallam University. Opportunities available for staff include in-school ECT Co-ordinator and Mentor roles and ECF facilitators for the Teaching School Hub.
<i>National Professional Qualifications</i>	The John Taylor Teaching School Hub will be delivering National Professional Qualifications in partnership with our chosen Lead Provider, Ambition Institute. We will be delivering a suite of five NPQs including Leading Teaching, Teaching Teacher Development, Leading Behaviour & Culture, Senior Leadership and Headship. There are opportunities for John Taylor MAT staff to train as a Visiting Fellow with Ambition Institute and develop current and future leaders from across Staffordshire, Warwickshire and the West Midlands.
<i>Continued Professional Development</i>	We also offer a range of bespoke CPD programmes to meet the needs of teachers, leaders and support staff in our region. All our CPD is high-quality and evidence-based, focusing on developing the quality of provision for Early Years, Primary, Secondary and Special School settings. It is complementary to ITT, ECF and NPQ content and underpinned by and meets the Standard for Teachers' Professional Development. We source the best facilitators to support us to deliver this training and a range of opportunities are available for staff to develop their skill sets, knowledge, facilitation experience and leadership of others to make an impact beyond their own settings.

# JTMAT

## Terms and Conditions of Employment Overview

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The following information highlights key aspects of the Trust's terms and conditions of employment. Full terms and conditions are set out in the Employment Contract. Shortlisted candidates will be given the opportunity to ask questions about terms and conditions of employment at their formal interview.

### **TEACHING STAFF SALARY**

Salary and the general terms and conditions of employment are those contained in the current School Teachers' Pay & Conditions Document and Conditions of Service for School Teachers' in England and Wales (Burgundy Book) as applied by, adopted or amended and subject to the decisions made from time to time by the Trust relating to the employment of Trust employees.

### **SUPPORT STAFF SALARY**

The general terms and conditions of your employment are those negotiated nationally by the National Joint Council of Local Government (The Green Book) as applied by, adopted or amended and subject to the decisions made from time to time by the Trust relating to the employment of Trust employees.

In addition, the Trust has adopted local agreements with recognised Trade Unions. These are set out in various documents, which form the Trust's Employee Handbook.

### **PENSION SCHEMES**

The Trust offers membership to the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme (LGPS) for support staff.

### **WORKING TIME**

The School Teachers Pay & Conditions Document does not specify working weeks for members of the leadership group and those on the pay range for leading practitioners. You will be required to be available for duty at reasonable times to undertake the professional duties assigned in accordance with the Document.

throughout those days in the school year on which the teacher is required to be available for work.

### **WORK LOCATION**

You may be required to work on a temporary or permanent basis at other academies within the Trust and within reasonable commuting distance of your home as the Trust may require from time to time.

### **PROBATIONARY PERIOD**

Support staff who are newly appointed to the Trust are subject to a satisfactory probationary period of 6 months before they are confirmed in post as a Trust employee. Any staff within their probationary period are entitled to 1 month's notice on either side.



## CONTINUOUS EMPLOYMENT

Under employment law, various employee rights are dependent on the period of continuous employment worked such as the calculation of annual leave entitlement, sick pay and maternity pay. At JT MAT, continuous employment for this purpose starts on the earlier of the following dates:

- a) the date of appointment; or
- b) the start of your continuous employment in a previous post with a local authority or associated employer under the Redundancy Payments (Local Government Modification Orders).

You should also note that if you are dismissed on grounds of redundancy, your redundancy payment will be calculated by reference to your continuous employment with all local authorities and associated employers under the Redundancy Payments (Local Government Modification Orders).

Any redundancy payment due will be calculated using the statutory provisions applicable at the point of dismissal.

## ACTIVITIES OUTSIDE NORMAL WORKING HOURS

Any outside employment, either paid or unpaid, must not in the view of the Trust conflict or react detrimentally to the Trust's interests or in any way weaken public confidence in the conduct of the Trust's business.

## DATA PROTECTION

The organisation will comply with the provisions of relevant UK data protection legislation. Job applicants can view the relevant Privacy Notice in the Privacy Centre on the JT MAT website.



# Our Team



## MIKE DONOGHUE - CEO

Mike was appointed Headteacher at John Taylor High School in January 2010 and designated a National Leader of Education in March 2013. He oversaw the first change to 'converter' academy status of an 'outstanding' school in Staffordshire in November 2010 and worked alongside other professional colleagues towards John Taylor's designation as a National Teaching School, again one of the first in Staffordshire. In 2014, Mike was elected to the inaugural Headteachers Board for the Regional School Commissioner (West Midlands) and was subsequently re-elected in September 2017 to serve a second, three-year tenure and then elected in 2021 to serve on the Regional Director (West Midlands) Advisory Board. He is a trained Pupil Premium Reviewer, a member of the Department for Education's Secondary Headteacher Reference Group and works with colleagues to co-ordinate the Trust and School Improvement Offer across the West Midlands for the Departmental for Education.

## BARBARA MAHONEY - COO & Company Secretary

Appointed as Business Director at John Taylor High School in February 2013, Barbara brought 9 years of previous experience working at that level in Staffordshire schools in both the secondary and academy sectors. She was appointed as a Specialist Leader in Education (SLE) in School Business Management in October 2014 and has worked closely with the CEO in developing the Multi-Academy Trust since its inception in 2014. Barbara was appointed as the Chief Operating Officer for the Trust in April 2018 and has strategic responsibility for Finance, Human Resources, Premises Management, Health and Safety and Free School Project delivery.

## LISA COOP - Finance Manager

Appointed at John Taylor High School in 2005 as Finance Assistant and became Finance Manager in May 2011. Lisa completed the Certificate of School Business Management in 2010 and is working towards completing her AAT Level 4 qualification. Lisa works closely with the COO and all schools associated within the Trust.

## LORRAINE GODBER - Company Accountant

Appointed as Company Accountant at John Taylor High School in November 2017. Lorraine became ACA qualified with the Institute of Chartered Accountants of England and Wales in 2002 and has previously worked as an auditor for an accounting practice and in industry as a Financial Accountant. Lorraine works closely with all the Trust schools and manages the internal audit process.

## SIAN CARTER - HR Manager

Appointed as HR Manager at John Taylor Multi-Academy Trust. Sian is a qualified member of the CIPD, starting her career in law before moving into National Careers Service and local authority roles, gaining a wide range of generalist HR expertise. In 2014, Sian joined an HR consultancy business advising schools and academies for a number of years, including extensive delivery of professional development training. More recently she has supported a variety of SMEs on all matters HR and has qualified as an accredited coach. She is looking forward to using her experience to support all the Trust schools.

#### **LISA FARMER - Primary School Improvement Partner**

Lisa was appointed as headteacher at Thomas Russell Infants School in 2005, after 5 years as Deputy headteacher in Birmingham's largest Primary school. Lisa became Co-headteacher in 2009 and from September 2017 was appointed as the MAT Primary School Improvement Partner.

Lisa provided headship, via a year-long secondment, to another school in the Trust to cover a maternity absence for the then acting headteacher, and is currently providing support for a sponsored school joining the Trust. She has supported a new Headteacher through their NPQH and is a keen member of WomenEd networks.

Lisa was the co-author of a successful primary Free school submission and is subsequently a member of the Free school project delivery team.

#### **GILL MARTIN - Secondary School Improvement Partner**

Joining the MAT team in 2018 as part time secondary School Improvement partner for our secondary phase academies, Gill is a very experienced senior leader, a trained Ofsted Inspector and an accredited Pupil Premium Reviewer. In 2015 she became Director of the National Forest Teaching School and established the John Taylor SCITT, both of which play a significant role in securing improvement in our schools, offering initial teacher training and professional development opportunities to ensure the supply and development of teachers and leaders in our academies. As school Improvement Partner Gill's role is to work collaboratively with the CEO and Primary School Improvement Partner to disseminate and implement the School Improvement Strategy across the trust. She is a member of the Executive Group and the Achievement and Progress Committee.

#### **SARAH BOYCE - Trust Development Officer**

Sarah was appointed as PA to the Principal at John Taylor High School and Clerk to the Local Governing Body in 2008. Sarah became PA to the CEO and Clerk to the MAT Board in July 2015 providing advice and guidance around policy at Trust level. Sarah recently completed the NCTL Clerks Development Programme and is Chair of the MAT Clerking Network Group and the founder of the JTMAT Annual Governance Conference. In addition to this Sarah was a member of the Project Delivery Team for John Taylor Free School which opened in September 2018. In June 2019 Sarah was appointed as the Trust Development Officer.

#### **MARK CROMPTON - Strategic Network Manager**

Appointed as ICT Technician at Kingsmead School in 2003. Mark has previous IT experience within the primary sector within different local authorities. During his tenure at Kingsmead he has worked on several large project including the combining of admin and curricular network, the first in Staffordshire, infrastructure developments, bespoke web based solutions and VoIP telephony.

Joining John Taylor Multi Academy Trust in January 2016 he has overseen the development of Trust's network, as well as negotiating reduced Service Level Agreements for our partner schools. In 2017 he was appointed as a Specialist Leader of Education (SLE) and is busy implementing the Trust's ICT vision including increasing use of Office365, SchoolIP and other innovative systems.

He has a keen member of the Executive Group and played a critical role in the configuration, procurement and delivery of the ICT systems at the John Taylor Free School.

#### **BECKY RODI – Management Accountant**

Becky was appointed in Sept 2022 as Management Accountant for the John Taylor MAT. After leaving school she studied the AAT and progressed on to CIMA where she qualified in 2008 as a Management Accountant. Becky temporarily changed careers to teach GCSE Mathematics in order to fulfil family obligations, but she is very happy to be back with Excel. Becky works closely with all Trust schools, the Teaching School and the MAT finance team.

#### **MICHELLE O'DELL – Attendance Intervention Manager**

Michelle was appointed as the trust's Attendance Intervention Manager September 2020. As an experienced former head teacher, across a wide variety of settings, including both primary and secondary schools, she understands the importance of excellent pupil attendance at school not only in terms of its impact on educational outcomes but also on pupils' emotional and social well-being. She has worked in a supportive and collaborative way with many pupils, families and their communities to facilitate regular attendance at school and ensure positive school experiences.

Michelle works with and supports our pupils, their families and schools to further promote excellent pupil attendance within the trust.

#### **JO TURRELL – SEND Reviewer and Advisor**

Jo was appointed to the role of Leader of Inclusive Education (inc. SENDCo) at John Taylor High School in 2018. This followed a wide variety of roles including that of special needs teacher, SENDCo, advisory teacher and trained SEND Reviewer. She has worked across all phases in both mainstream and specialist settings within several counties and currently delivers the SEND Training for the Secondary SCITT programme.

Jo joined the John Taylor MAT Core Support Team in 2022 as a SEND Reviewer and SEND advisor. She will work collaboratively with schools to ensure equality of access for all of our students regardless of SEND or diversity.

#### **RACHEL SNARY – Marketing & Communications Officer**

Rachel joins the JT MAT team in October 2022, bringing with her significant experience in Marketing, having worked for both Global and UK businesses across Retail and several FMCG sectors. She has been responsible for creating and delivering strategic brand plans as well as implementing a wide variety of integrated Communications plans across all media to step change brand performance.

Her remit in the Core Team will be to develop and implement an effective Marketing and Communications strategy for the Trust, to reinforce and support the Trusts' strategic direction and growth. She will also work to ensure a cohesive brand image and communication across the schools in the Trust.

#### **FIONA GUY – HR and Admin Assistant**

Appointed to the role as HR and Admin Assistant at the John Taylor Multi-Academy Trust in September 2021. Fiona brings a wealth of experience to her new role.



# Application Guidance

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Vacancies with JTMAT are advertised on our website [www.jtmat.co.uk/vacancies](http://www.jtmat.co.uk/vacancies)

Please complete the application form in full ensuring you have provided true and accurate information.

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

**Please note:** CV's are not accepted. Only fully completed application forms are to be submitted for shortlisting.

Please send your application form and letter of application (if required) to the email address specified by 12 noon on the date specified in the advert. Applications received after the closing date/time will not be considered.

You may arrange a visit to the school before applying for a post or prior to interview if you are shortlisted, by contacting **All Saints School Office** on **01283 712385** or **Needwood School Office** on **01283 575216**

## After submitting your application

Please note if you have not received communication from JTMAT inviting you for interview within 10 working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in our organisation and would encourage you to apply for suitable vacancies in the future.

Please note JTMAT does not provide feedback to applicants who have not been shortlisted for a post.

## Safeguarding

JTMAT is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All vacancies are subject to an enhanced criminal records check from the Disclosure and Barring Service which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.

Please review the school's website for Safeguarding and Child Protection Policies.

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