



# APPLICATION PACK

<b>ACADEMY:</b>	Burtonwood Community Primary School
<b>ROLE:</b>	HLTA - Forest School Lead
<b>START DATE:</b>	September 2024
<b>SALARY:</b>	FTE: £27, 803.00 - £31,364.00 Actual: 20,914.61- £23,593.35
<b>GRADE:</b>	Grade 6 – SCP 15-22
<b>CONTRACT:</b>	32.5 Hours, Term Time Only plus 5 INSET Days

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# MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role within Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan borough of Warrington and the city of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.

The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. In recent months schools in Omega Multi-Academy Trust have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in each Ofsted Inspection.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'C Wilcocks'.

Mr Christian Wilcocks  
**CEO Omega Multi-Academy Trust**



# MESSAGE FROM THE HEADTEACHER



Thank you for your interest in Burtonwood Community Primary School and this fantastic opportunity to join our happy and welcoming school. Our school has a strong sense of community built over many years with generations of families, supporting and trusting us to provide an excellent education for local children.

Burtonwood Community Primary School is a one-form entry primary school in a semi-rural setting within the Warrington Borough. The school is close to the motorway network and easily accessible from many locations in North-West England.

The sustained achievements of our school have been recognised and celebrated during our recent Ofsted Inspection where we received a positive report and graded as a 'Good' School. The continuing success of our school is due to the hard work, determination and drive for excellence of our whole school community together with the commitment of our talented staff who provide an excellent education to all.

Our Early Years setting has recently received a significant overhaul creating a purposeful and engaging environment for our children to learn. We have a new outdoor playground facility and plans are in place to develop our forest school areas. We have invested in impressive computing resources including a recently refurbished IT suite.

We are part of Omega Multi-Academy Trust, and we strive to be an employer of choice. Our philosophy is grounded in securing the highest professional standards and supporting and nurturing all our professionals with rich and purposeful professional development experiences, driven by the latest educational research. Colleagues benefit from strong collaboration and networking across the Trust, as well as from external professional development opportunities, to achieve their full potential and develop fully in their careers. As a school, staff value this and remain with us to progress.

In joining our school and Omega Multi-Academy Trust, you will be joining a forward thinking, reflective and driven organisation whilst working within a community-based primary school. If you are keen to develop in your career as you work with all our colleagues, parents and the wider community and are passionate about all pupils achieving their true potential then we would value your application for this wonderful opportunity.

Yours faithfully,



Jason Heatley  
Headteacher



# JOB DESCRIPTION

**Academy:** Burtonwood Community Primary School

**Job Title:** HLTA – Forest School Lead

**Accountable to:** Headteacher/Deputy Headteacher

Burtonwood CP School is seeking to appoint an enthusiastic, adaptable and highly skilled Forest School practitioner.

Burtonwood CP School is part of Omega Multi-Academy Trust and is located in a semi-rural setting on the outskirts of Burtonwood in Warrington. The school has considerable grounds, part of which has previously been allocated as a forest school. We are now looking to reinstate and develop this resource as a key element of our diverse curriculum and SEND provision. The post is a fantastic opportunity for someone looking to continue to develop their skills and knowledge, within and across the range of vibrant schools that make up the Omega family.

**The successful candidate will hold relevant qualifications at Level 3 or higher and be able to:**

- To promote outdoor education through the ethos of Forest schools, creating an inspirational, child-centered learning process.
- Understand the core principles of Forest School education, including what constitutes best practice.
- To plan, prepare and deliver a range of Forest School sessions.
- Be willing to support schools within Omega Multi-Academy Trust as they look to develop their own outdoor provision.
- To create and maintain an engaging, fun and supportive environment, recording children's development and progress.
- To ensure the health and safety of all participants, including writing and checking risk assessments for the sites, tools and activities used.
- To regularly check and maintain tools and other equipment.
- To be responsible for the highest standards of safeguarding, care and education for all within the forest school setting.
- Ensure effective communication with the headteacher, teachers, support staff and parents
- To adhere to all relevant policies.

N.B- Experience of planning and delivering outdoor learning sessions is preferred but not essential, as further training will be provided.

**We can offer:**

- Additional training opportunities related to forest schools.
- A vibrant, inclusive school and trust family.
- Enthusiastic learners.
- A committed and dedicated staff team.
- A strong, supportive leadership team.
- Leadership that values and promotes the professional development of all.
- A sharp focus on staff well-being.
- Establish collaborative network opportunities as part of a school within the Omega Multi-Academy trust.



# PERSON SPECIFICATION

**Academy: Burtonwood Community Primary School**

**Job Title: HLTA – Forest School Lead**

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential  
D=Desirable

**Measured by:**

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

QUALIFICATIONS		
E	Minimum of 5 GCSE A-C which include English and Maths	A
E	Hold Teaching Assistant Level 3 status / NVQ Level 3 Teaching Assistant or equivalent certified qualification or experience. Demonstrable levels of numeracy & literacy equivalent to GCSE Level 4 or NVQ Level 2.	A
EXPERIENCE		
E	Meet all Teaching Assistant Level 3 standards	A/I
E	Attend induction training and other training as appropriate to the role, including behaviour management and Child Protection training and other statutory training	A/I
E	Willingness to attend training in relevant learning strategies e.g., English, maths	A/I
E	Evidence of some specialist knowledge and experience with KS2	A/I
E	Evidence of a minimum of two years' experience of working with children as a Teaching Assistant Level 2 or 3 or equivalent (either paid or unpaid capacity) preferably in an educational setting.	A/I



<b>KNOWLEDGE/UNDERSTANDING</b>		
<b>E</b>	Understanding of the National Curriculum	A/I/P
<b>E</b>	Understanding of behaviour management strategies.	A/I/P
<b>E</b>	Knowledge of statutory requirements regarding the education sector and pupil wellbeing.	A/I/P
<b>E</b>	Working knowledge and understanding of barriers to learning	A/I/P
<b>E</b>	Proven awareness and respect for the highly sensitive status of information and its confidentiality	A/I/P
<b>E</b>	Excellent written and verbal communication skill	A/I/P
<b>E</b>	Knowledge of child protection and safeguarding procedures	A/I/P
<b>E</b>	Knowledge of intervention strategies, including those in relation to behaviour and SEND	A/I/P
<b>E</b>	Understanding the principles of child development and learning processes	A/I/P
<b>E</b>	An ability to motivate self and colleagues	A/I/P
<b>PRACTICAL SKILLS</b>		
<b>E</b>	Developed level of oral and written communication skills.	A/I/P
<b>E</b>	Effective interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts	A/I/P
<b>E</b>	Good organisational and time management skills	A/I/P
<b>E</b>	Sound IT skills to support learning and maintain electronic information systems	A/I/P
<b>E</b>	Effectively work as part of a team, as well as independently as and when required under the direction of the teacher	A/I/P
<b>E</b>	Ability to manage the behaviour of pupils and employ strategies to ensure desired outcomes are achieved.	A/I/P
<b>D</b>	Enhance our school vision and model high expectations.	A/I/P
<b>D</b>	Demonstrate ability to adapt activities as directed to ensure they are inclusive	A/I/P
<b>E</b>	Collate and summarise information and data	A/I/P
<b>E</b>	Be proactive in the protection of children in reference to safeguarding procedures and protocols.	A/I/P
<b>E</b>	Support the implementation of effective support strategies	A/I/P
<b>E</b>	Identify triggers of poor behaviour and barriers to learning	A/I/P

PERSONAL QUALITIES		
E	Good time management and the ability to prioritise tasks effectively	A/I
E	A good attendance and punctuality record	A/I
E	High expectations of self and professional standard	A/I
E	The ability to maintain successful working relationships with other colleagues	A/I
E	A willingness to work outside of the timetabled day, where necessary	A/I
E	Tact and diplomacy in all interpersonal relationships with the public, pupils, and colleagues at work	A/I
E	Build positive and productive relationships with staff members, pupils, and parents	A/I
E	Consistently promote good behaviour throughout the school	A/I
E	Effectively motivate and encourage pupils	A/I
E	Work flexibly, attending and contributing towards meetings and training outside of their specified work hours	A/I
E	Commit to contributing to the wider school and its community. The flexibility to adapt to changing workload demands and new school challenges	A/I
E	Flexibility and adaptability to work with children of all ages	A/I
PRE-EMPLOYMENT CHECKS		
E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A

# THE SELECTION PROCESS

## HOW TO APPLY:

Thank you for taking time to read and digest our information. If you wish to apply for this post with Omega Multi-Academy trust then please follow below information:

- If you would like to discuss this role further please contact [bcps-office@bcps.omegamat.co.uk](mailto:bcps-office@bcps.omegamat.co.uk) with your request
- Download and complete the Omega Multi-Academy Trust application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Omega Multi-Academy Trust. There should be no unexplained gaps in your career history. CVs cannot be accepted.
- Email completed application forms to [recruitment@omegamat.co.uk](mailto:recruitment@omegamat.co.uk) by the deadline below

PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

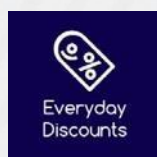
## TIMETABLE FOR THE SELECTION PROCESS

**Closing date for applications:** Friday 12<sup>th</sup> July 2024, 12pm  
**Interview date:** Monday 15<sup>th</sup> July & Tuesday 16<sup>th</sup> July 2024  
**Start date:** September 2024

# STAFFWELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



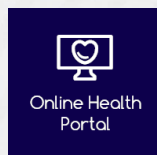
An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



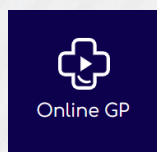
Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



# STAFFWELLBEING & BENEFITS



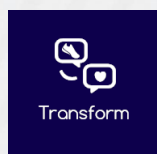
Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Video or phone consultation with a GP at a time that suits you.



Legal, money advice and personal support and guidance.



Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



**Burtonwood Community Primary School**

Green Lane, Burtonwood

Warrington, WA5 4AQ

Phone 01925 224072

Email [office@burtonwoodcp.co.uk](mailto:office@burtonwoodcp.co.uk)

[www.burtonwoodcp.co.uk](http://www.burtonwoodcp.co.uk)

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