

Candidate Information Pack



Key Stage 2 Teacher for Dunston Primary & Nursery Academy Chesterfield, Derbyshire



Communities Learning Together

Cavendish Learning Trust, Netherthorpe School, Ralph Road, Staveley, Derbyshire, S43 3PU
Tel: 01246 479013 e: info@clt.org.uk www.clt.org.uk

Welcome from the CEO of Cavendish Learning Trust

Dear Applicant,

Thank you for showing an interest in joining the Cavendish Learning Trust. We believe that this is an extremely exciting time to join the Trust, as the process to re-launch many aspects of our work has commenced and the successful applicant will be an integral part of this strategy for the Trust.

The Trust currently has four academies that are geographical based in Chesterfield, with over 1,600 children attending from the ages of 2 to 18. Our academies are:

- Barrow Hill Primary Academy
- Dunston Primary and Nursery Academy
- Netherthorpe School
- Whittington Moor Nursery and Infant Academy

We are very fortunate to be a cross-phase multi-academy Trust, which gives us the opportunity to share a wide range of knowledge and expertise for the benefit of the children within all of our academies.

The Vision and Values of the Trust have recently been reviewed in order to give a clear focus to the work we do and are built around our vision statement;

We are a family of schools working together focused on supporting the needs of our individual communities, providing excellent education to maximise children and young adults' life choices.

The Trust also has a framework for operation entitled 'Our Commitments', which ensures that all academies within the Trust are providing an equitable education to the children in the communities in which they serve. More information on both these key areas can be found by visiting our website www.clt.org.uk

Our academies are supported by a Shared Services Team which supports in the following areas:

- Education Strategy including monitoring and evaluation
- Budget setting and monitoring
- Contracts and project management
- Facilities
- Human Resources
- Data Protection and Compliance
- Health and Safety

Thank you again for your interest in joining us and the best of luck with your application. We look forward to welcoming you to the Trust and sharing with you, our commitment to support the children and communities that we serve.

Dave Williams



Dunston Primary & Nursery Academy

Key Stage 2 Class Teacher

Permanent – Part Time 0.4 Main Pay Scale

Dunston Primary and Nursery Academy are looking for a passionate, creative and nurturing individual to join our innovative and forward-thinking school from Easter 2022.

Our school is ready to commence a period of exciting changes and we are looking for an inspiring teacher who will help develop, support and implement these, to enable our children to have the best start in their educational journey.

We are looking to appoint a confident and experienced Key Stage 2 Teacher with a sound understanding of teaching and learning.

We are looking for somebody who:

- Enjoys working with children and is driven in making a difference in their lives
- Is an outstanding classroom practitioner, able to model good practice
- Is positive and forward thinking
- Is keen to develop professionally
- Is committed to working in partnership and able to communicate effectively with a range of stakeholders
- Is supportive of colleagues
- Supports children to develop lifelong skills and prepare them for the modern world.

We can offer you:

- a welcoming and supportive school and Trust
- enthusiastic and happy children who love to learn
- supportive, positive, and hard-working colleagues
- collaboration and support from other schools within Cavendish Learning Trust.
- personalised professional development opportunities.

If you have any further questions or you would like a discussion about the role or would like to arrange a visit, please see the section below on **'How to Apply and Visit our Academy'**.

Job Description

Leadership & Management

- Take responsibility for the day to day management and organisation of the class.
- Ensure all pupils have access to the curriculum.
- Ensure the curriculum is taught consistently, has balance, shows progression and continuity, and is matched to needs.
- Manage resources within the classroom.
- Attend year group and whole school meetings and training.
- Manage Teaching Assistants allocated to the class and to individual children and liaise with the Director of Primary SEND.
- Liaise with outside agencies with regard to SEN children in the class.

Quality of Teaching, Learning and Assessment

- Deliver creative and effective teaching strategies and approaches.
- Make effective use of AfL strategies to assess progress and inform planning.
- Incorporate a range of teaching styles to match individual needs of pupils.
- Ensure pupils in the class are set appropriate challenging targets.
- Provide pupils with cross-curricular links.
- Contribute to medium term and weekly planning meetings.
- Ensure the classroom promotes a positive learning environment e.g. displays to celebrate children's achievements.
- Bring any concerns to the Head of the Academy
- Communicate pastoral concerns with parents, working together to resolve issues.
- Contribute to the wider life of school (PTFA events, clubs etc.).

Outcomes for Pupils

- Ensure intervention strategies, where appropriate, are taking place within the weekly timetable.
- Maintain an overview of standards and progress within the class.
- Monitor the progress of pupils throughout the year, identifying underachievement. This will be monitored through regular data meetings.
- Monitor progress of vulnerable groups within the class.
- Moderate assessments within the Trust.
- Report progress and attainment to parents / carers.
- Work with parents and encourage their involvement in supporting their children's learning.

Personal Development, Behaviour and Welfare

- Ensure children are safe within the classroom environment.
- Ensure the Behaviour policy is implemented.
- Read and implement all policies relating to Safeguarding of children.
- Liaise with Director of Primary SEND and Designated Safeguarding Person when appropriate.
- Liaise with MDS over lunchtime concerns.
- Share responsibility for the appearance of the school (displays, tidiness of resources etc.).
- Be aware of any Health & Safety issues.

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 Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Cavendish Learning Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Head of the Academy / Trust.

These duties are to be carried out in conjunction with School Teachers' Pay and Conditions.

This job description is to be reviewed annually and may be amended following consultation between the Head of Academy and the Post Holder.

Cavendish Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to complete an enhanced DBS check and all posts are subject to satisfactory references, a health screening questionnaire and proof of eligibility to work in the UK.

Person Specification

	Key Requirements	Essential	Desirable
Qualifications	Right to work in the UK	✓	
	Educated to degree level	✓	
	Qualified teacher status	✓	
	Evidence of further professional development		✓
Knowledge, Skills and Experience	Experience of planning and delivering teaching across the range of the primary phases including the Early Years Foundation Stage.	✓	
	Ability to demonstrate extensive experience of delivering exceptionally high standards in teaching and learning and inspire those around you to do the same	✓	
	Knowledge and understanding of the primary curriculum and current educational issues.	✓	
	Able to plan, organise, model and resource an outstanding and stimulating learning environment for individual children and groups of children and deliver, evaluate and assess learning	✓	
	Pastoral needs of children and ability to form positive relationships with all children including SEND and motivate them to succeed	✓	
	Have a sound understanding and be able to demonstrate how assessment and data support school improvement and the drive for high standards	✓	
	Have experience of leading Design and Technology.		✓
	Experience working in a multi-academy trust or federation of schools		✓
Skills, Abilities and Personal Qualities	Work at all times within the framework of agreed school policies alongside a commitment to the highest standards of child protection and safeguarding	✓	
	Have a flexible approach to work who enjoys being a good team member	✓	
	Good communication skills both orally and in writing	✓	
	Able to manage own work load effectively and responds swiftly to tight deadlines	✓	
	Good interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships that discuss relevant issues, allied with an ability to inspire and challenge others and deal with challenging questions	✓	
	Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit through maintaining a personal commitment to professional development	✓	
	To practice equal opportunities in all aspects of the role and around the work place in line with policy and to show a caring attitude towards pupils, staff and parents/carers	✓	
	Recognition of the importance of personal responsibility for health and safety	✓	
	Commitment to the Trust's and Academy's ethos, aims and to contribute to the wider life of the academy.	✓	

How to Apply and Visit our Academy

Visits to Dunston Primary and Nursery Academy are highly recommended and warmly welcomed.

To arrange an appointment, please contact the Head of Academy, Fiona O'Hara via email headteacher@dunston.derbyshire.sch.uk or by calling 01246 450601. Visits will be undertaken within current Covid guidelines and therefore may be carried out virtually to meet these.

Please submit a fully completed application form, which can be found on the Cavendish Learning Trust website www.clt.org.uk supported by a personal statement which details your reasons for applying and how your experience meets the requirements outlined in this pack.

Completed applications should be addressed to the Head of Academy, Fiona O'Hara and sent via email to headteacher@dunston.derbyshire.sch.uk.

Cavendish Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to complete an enhanced DBS check and all job offers are subject to satisfactory references, a health screening questionnaire and proof of eligibility to work in the UK.

Closing Date for applications: Sunday 5th December 2021

Interview Dates: w/c 13th December 2021

Start Date: 25th April 2022 or asap.

Safeguarding & Child Protection at Cavendish Learning Trust

This handout provides a brief introduction to Safeguarding and Child protection issues. It should be read in conjunction with the Safeguarding and Child protection Policy for each academy which can be found at www.clt.org.uk

Safeguarding

Safeguarding is everyone's responsibility

Cavendish Learning Trust are required to ensure a culture of safeguarding that supports effective arrangements to identify learners who may be at risk; which responds in a timely way; and that staff recruitment is managed and any allegations are dealt with appropriately.

This means:

- Protecting children from maltreatment
- Preventing impairment of health or development;
- Ensuring circumstances consistent with provision of safe and effective care
- Taking action to enable all children to achieve the best outcomes

Child Protection

Child Protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. Child Protection is part of safeguarding and promoting welfare.

All our academies have a senior member of staff as Designated Safeguarding Lead (DSL) and several Deputy DSL's who work alongside them.

Key Areas

- Early Help
- Four Categories of abuse
- Signs and symptoms of abuse
- Receiving / dealing with disclosure
- Making referrals
- Safe working practice

Early Help

Our Early Help Team work together across the academies and are supported by our Early Help Manager to identify concerns early and provide help for children, to prevent concerns from escalating

Abuse

Maltreatment of a child, by inflicting harm, or by failing to prevent harm

Categories of abuse

1. Neglect

Persistent failure to meet a child's basic physical and/or psychological needs including failure to:

- Provide food, clothing, adequate supervision;
- Ensure access to appropriate medical care;
- Protect child from danger

2. Physical abuse or injury

- Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm.
- inducing illness, carer fabricating symptoms

3. Sexual Abuse or injury

- Forcing or enticing a child to take part in sexual activities;
- May involve penetrative/non penetrative/non-contact activities.

4. Emotional abuse

- Persistent emotional maltreatment;
- The child may be made to feel worthless or unloved, inadequate or valued only insofar as they meet the needs of another person;
- May involve seeing or hearing the ill-treatment of another person.

Signs and symptoms of abuse

The list below is a few examples of possible signs and symptoms;

- Visible marks e.g. bruises, burns, cuts on body
- Inappropriate state of clothes, poor hygiene
- Behaviour e.g. centre of attention, aggressive & bullying, very withdrawn
- Relationships e.g. isolated with no peer group interaction, clingy/inappropriately close
- Patterns of behaviour or a change in behaviour
- Patterns of absence or punctuality

If you have a concern about a child, NEVER underestimate your information – PASS IT ON TO YOUR Designated Safeguarding Lead (DSL)

Receiving / Dealing with disclosure

Disclosure is often what a child deliberately communicates to you in words or actions.

1. Receive

Listen, remain neutral, accept what the child says

2. Reassure

Stay calm, reassure the child that they have done the right thing, don't make promises including promises on confidentiality, try to alleviate feelings of guilt and shame, empathise with the child.

3. React

Only use open questions, don't criticise the perpetrator, explain what happens next, inform DSL.

4. Record

Make notes asap and use child's actual words where possible, be objective, keep notes safe.

5. Support

Create space and time for child throughout and after the process, get support for yourself.

Examples of open questions

- Has something happened to you?
- Can you tell me what happened?
- Where did it happen?
- When did it happen?
- Was anyone else there?
- Can you tell me about it in your own words?

Confidentiality

Staff must NEVER promise total confidentiality to a child. However, that does not mean that you can tell ALL colleagues about a disclosure. Pass any information on to the DSL but do not tell anyone else. The DSL will inform other staff if they need to know any information about the child.

Making Referrals

The DSL will usually decide whether or not to make referrals. However, it is important to note that **any** staff member can refer their concerns to children's social care directly

Safe Working Practice

- Be visible and open in your practice
- Let pupils do as much for themselves as they can
- Offer support / help rather than assume the child needs it
- Keep physical contact to a minimum and be able to justify it
- Think about the level and type of contact
- Staff are in a position of trust with pupils. Inappropriate behaviour with or towards children is unacceptable
- A concern about a colleague must be passed to the Headteacher or DSL. A Concern about a headteacher should be passed to the Chair of the Academy Improvement Board. In either case a discussion with the Cavendish Learning Trust's Executive team of designated officers, is appropriate.

If a child is in immediate danger call the EMERGENCY SERVICES ON 999.

If you are concerned that a child is suffering or is at risk of significant harm please contact
THE DSL AT YOUR ACADEMY
or **CALL DERBYSHIRE** on Tel: 01629 533190

Short Privacy Notice for Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found on the Cavendish Learning Trust Website www.clt.org.uk which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.