



## **Job Application Pack**

### **Key Stage 1 Leader and Class Teacher**

**Salary: MPS/UPS + TLR2B (£3,472 per annum)**  
**Permanent, Full time, All Year Round**

## Welcome from the CEO



Thank you for your interest in becoming the KS1 lead for Bluecoat Bentinck Primary Academy; we're delighted that you have decided to find out more about this rewarding and important role. We are looking to recruit a talented Key Stage 1 leader who can develop and deliver their vision for exemplary KS1 provision for the school.

Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust, was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We are based in the heart of the city of Nottingham, providing high quality learning experiences for students from the ages of 3 – 18.

Our Trust is made up of both Church of England academies and schools of no designated religious character. This unique blend has created a distinctive family of schools that are bound together through a passionate belief in the transformational power of education for every child.

Click [here](#) to learn more about our family of schools.

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles. All academies retain a high level of autonomy and individual character – understanding their own local context to best serve their community. In turn, it is our responsibility centrally to provide high quality support services, so that leaders at a local level can focus their efforts on shaping teaching and learning opportunities that are of the highest quality and continually improving.

It is our people that make our Trust – and we invest heavily into our colleagues to ensure they feel recognised, supported and developed. CPD and career development play a key role and the growth of our Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

It is our aspiration to be recognised as an employer of choice and to support this we work hard to develop our “Archway People Offer” and as part of this we have shaped an employee benefit package for colleagues including discounted travel, shopping and gym memberships. We also offer access to health and medical services and a cycle to work scheme.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



**Bluecoat Aspley**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale Academy**  
Believe, Belong, Achieve

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015 and is located in a brand new state of the art building in Bilborough, Nottingham. It is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Bluecoat Primary is both distinctively Christian and inclusive and serves a wonderfully diverse community – made up of families from different social, cultural and religious backgrounds. Since opening, Bluecoat Primary has built a strong reputation for innovation and inclusion and in its first Ofsted inspection was graded as a 'Good' school with 'Outstanding' judgements in Leadership & Management, Early Years and Behaviour & Attitudes.



**Bluecoat Primary**  
believe in yourself, in others, in God

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



### Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



**Bluecoat SCITT Alliance Nottingham**

### Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



## Bluecoat Bentinck Primary Academy

Bluecoat Bentinck Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bluecoat Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. The school is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck  
Primary Academy

## Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook  
Academy

## Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



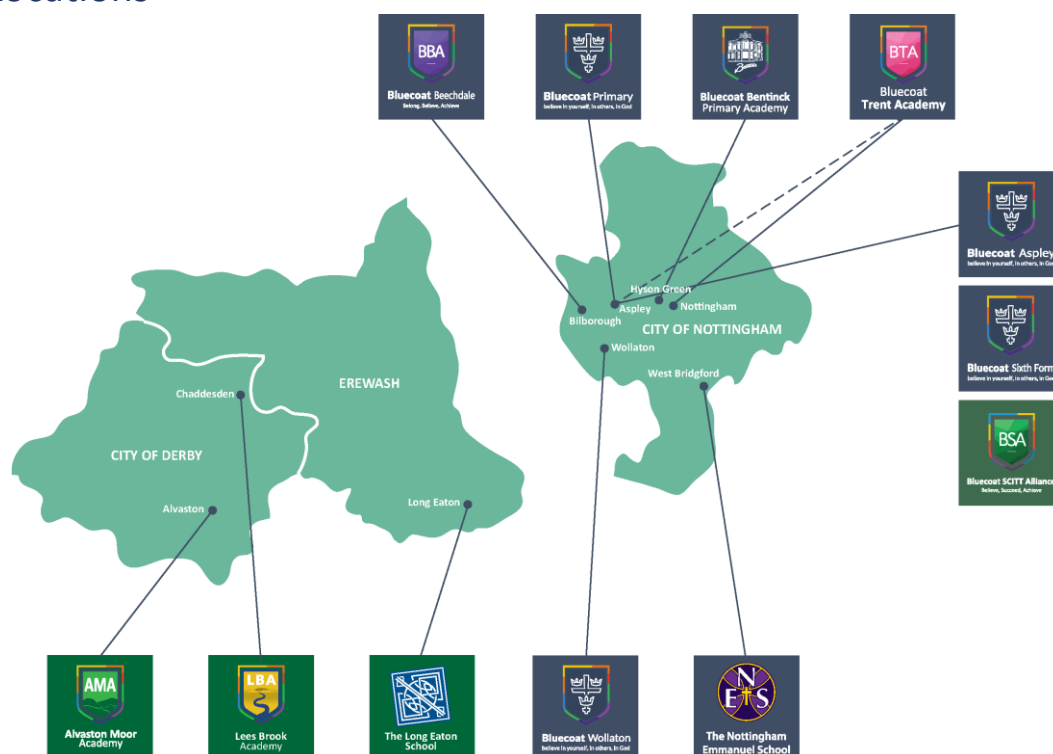
Alvaston Moor  
Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations





# Welcome from the Head Teacher

Bluecoat Bentinck Primary Academy are looking to appoint an inspirational **KS1 leader** to join their team.

Bluecoat Bentinck Primary Academy is an inclusive, multi-cultural school in Hyson Green. Our motto is **‘Together, we make a difference’** and everything we do supports our aim to nurture our children into becoming safe, confident, and happy individuals.



Our vision is to create a school community where children excel, develop a love of learning, and create magical memories that will last them a lifetime. We have high expectations for every child to succeed through the provision of personalised, real-life learning experiences which enable them to grow into productive and valued citizens. Children will have success for today and be prepared for tomorrow.

We are delighted to now be part of the Archway Learning Trust and have exciting future ahead of us as Bluecoat Bentinck. We have built a talented and hardworking team to provide children with the highest standards of education; this is an exciting opportunity to be an integral part of the leadership team.

Bluecoat Bentinck is a happy, calm, and welcoming place to be. Children’s behaviour is exceptional: they are kind, respectful and are proud to represent Bentinck. Our ambition is to build on this and establish Bentinck to become a pillar for the community by providing exemplary pastoral support and parental engagement. We work hard within the community to create a culture of inclusion and high expectations that is underpinned by our school motto and following our 4 simple rules – ‘Ready, respectful, responsible and safe’.

## The Vacancy

We wish to appoint an enthusiastic, dynamic, and highly motivated Key stage 1 leader and teacher to work with our dedicated and supportive staff team to continue to raise achievement and aspirations for our pupils.

We are looking for a teacher who is passionate about teaching (especially in KS1), who understands what effective teaching and learning looks like, and who will bring energy, commitment and a hard-working attitude. The successful candidate will be a teacher who enjoys a challenge and wish to make a difference to the life chances of the children they teach.

As a valued member of the leadership team, the post holder will be responsible for delivering high standards of teaching and ensuring strong pupil progress in a Key Stage 1 class, as well as providing strategic leadership and management for the Key Stage. The post holder will be expected to role model of effective practice in line with the school’s policies and approaches. Within their leadership role, they are expected to coach and develop staff within the team; role model excellent practice; and deliver improvement in line with the School Improvement Plan. The post holder will have the opportunity to take ownership, shape and deliver their vision for exemplary KS1 provision.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust’s Bluecoat Bentinck Primary Academy, but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

The successful candidate will:

- have experience of teaching across the KS1
- be passionate and committed to improving the life chances of our pupils and making a difference;
- be an excellent classroom practitioner with high expectations;
- be a positive role model who can inspire and motivate;

- be a reflective practitioner with a commitment to continued professional development;
- be a strong communicator with pupil, parents and staff who is prepared to go the extra mile for our school community;
- be able to coach and support others;
- support and champion the school's ethos and values;
- be a team player who is positive and flexible.

### **What the school offers its staff**

We can offer you:

- the opportunity to join a positive, supportive, and forward-thinking staff team on an exciting journey;
- outstanding professional development opportunities led by our dynamic senior leadership team, alongside the expertise within the Trust;
- excellent career development with the opportunity to shape the school's future;
- enthusiastic, polite, and well-mannered pupils;
- a great community of parents;
- access to wellbeing services.



### **Applications**

For more information about Bluecoat Bentinck Primary Academy and the vacancy, please visit <https://www.archwaytrust.co.uk/vacancies/>. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

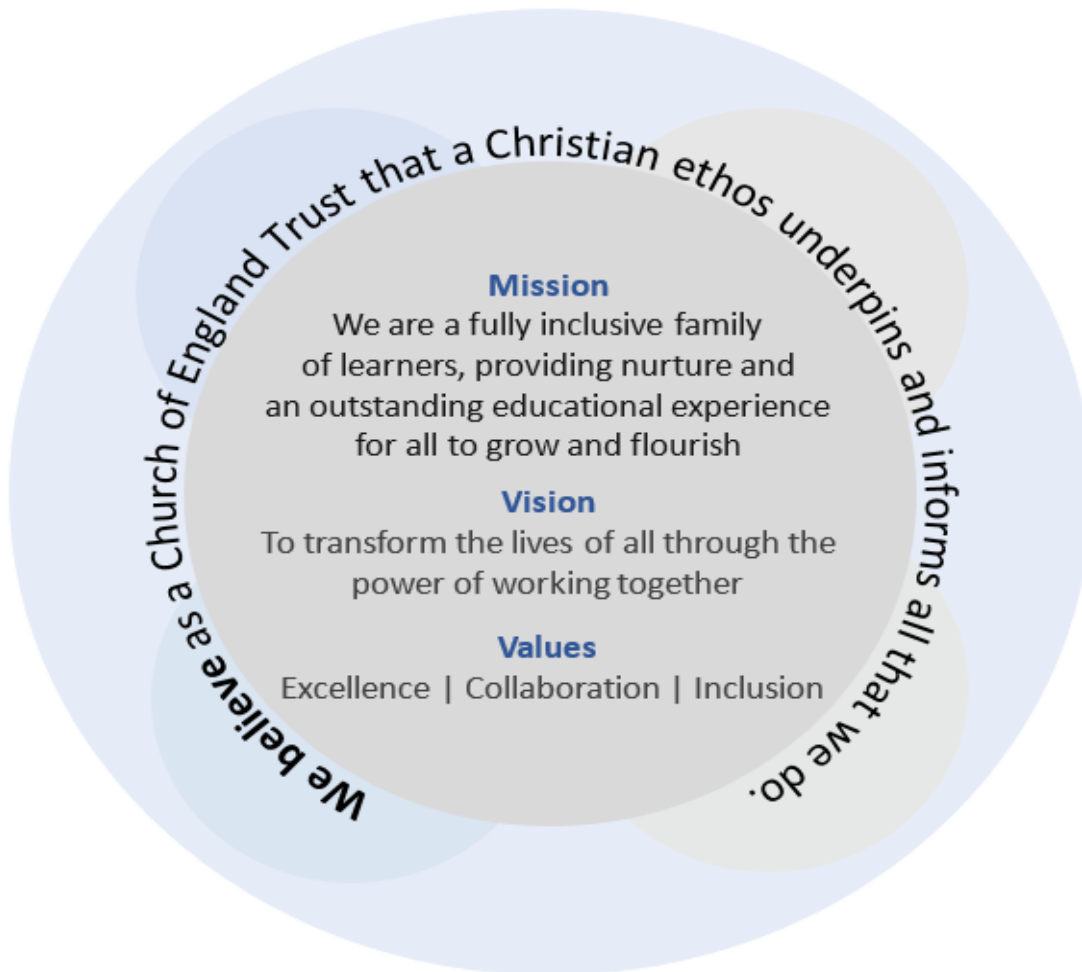
**Closing Date:** 9am, Friday 2<sup>nd</sup> February 2024

**Interview Date:** Friday 9<sup>th</sup> February 2024

*Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.*

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



***Working Together, Transforming Lives***

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches



## Job Description

<b>POST TITLE:</b>	KEY STAGE 1 LEADER & CLASSROOM TEACHER
<b>GRADE:</b>	MPS/UPS + TLR2B
<b>MAIN PURPOSE:</b>	TEACHING - PLANNING AND DELIVERY OF STIMULATING LESSONS THAT ENABLE ALL CHILDREN TO MAKE GOOD PROGRESS. LEADERSHIP – LEAD AND MANAGE THE KEY STAGE ONE TEAM.
<b>RESPONSIBLE TO:</b>	HEADTEACHER / CHIEF EXECUTIVE OFFICER
<b>RELATIONSHIPS WITH:</b>	PRIMARY & TRUST WIDE TEACHING COLLEAGUES SENCO & TEACHING ASSISTANTS SUPPORT STAFF PARENTS LOCAL COMMUNITY AND EDUCATIONAL PROVIDERS GOVERNORS AND STAKEHOLDERS

### Introduction

Each teacher is responsible for all aspects of teaching and learning for those classes and students assigned to them. This involves the organisation and administration of classes, the preparation of lesson plans and teaching within school guidelines and schemes of work. Each member of staff has a responsibility to promote high quality throughout their work and that of the Key Stage, Academy and Trust as a whole. In particular it is important to maintain high standards of achievement and to encourage all students to fulfil their potential through effective teaching and high expectations.

In teaching at Archway Learning Trust importance is attached to:

- Team work
- Open consultation and participation in decision making
- Good communication
- Mutually supportive approach - sharing responsibility, success and problems
- Exercising positive leadership with students
- Maintaining high personal and professional standards
- Being forward looking and anticipating change

### Main Responsibilities

Within your classroom:

- Teach students of the full range of ability;
- Take part in class activities such as trips and visits;
- Manage parents and other adults in the classroom.
- Follow Academy and departmental procedures on assessment, recording and reporting, including communication with parents at consultation evenings;
- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- Carry out a share of supervisory duties in accordance with published rotas;
- Set and mark home learning in accordance with Academy and Key Stage policies;
- Participate in meetings with colleagues and/or parents/carers with regard to the above responsibilities.
- Plan teaching activities to achieve progression of students
- Assess learning objectives to determine whether they have been achieved and use the assessment to improve teaching and learning.
- Follow and implement Trust policies and procedures

- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;

#### As a Leader:

- Oversee, ensure and role model high standards of teaching and learning within Key Stage 1, particularly in regard to core expectations, environment, timetabling and homework;
- Offer support and guidance to staff in the effective teaching of pupils suggesting appropriate strategies and CPD opportunities to ensure high standards.
- Ensure development of whole school priorities in Key Stage 1;
- Lead and organise phonics across the Key Stage;
- Contribute to the development, monitoring and evaluation of the Academy Improvement Plan and Self Evaluation Form through managing a Key Stage Improvement Plan;
- Work collaboratively within the leadership team;
- Attend SLT meetings as required.
- As a member of the Leadership Team - analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Contribute to the creation of a climate that enables all staff to develop and maintain positive attitudes towards their teaching;
- Lead key stage meetings and key-stage specific parent meetings;
- Contribute to CPL where appropriate;
- Liaise with relevant members of staff, outside agencies, and those responsible for governance;
- Undertake quality assurance activities, offering feedback and development to colleagues and sharing outcomes and actions with the leadership team;
- Ensure the effective operation of Key Stage 1 through clear communication and organisation eg through developing and implementing rotas and duties, communicating effectively with parents, managing complaints and concerns;
- Ensure an effective learning environment in Key Stage 1 areas;
- Contribute to the development of the Key Stage 1 curriculum;
- Attend and contribute to school assemblies and acts of worship, as applicable;
- Undertake such key stage responsibilities as are delegated by SLT;
- Support pupil behaviour through ensuring the effective implementation of the universal and universal plus stages of the 'Behaviour Support Pathway';
- Ensure effective enrichment within Key Stage 1 in terms of educational intentions and safety through working as an EVC;
- Work under the direction of SLT to ensure the effective and appropriate administration of statutory and non-statutory assessments and data information sharing;
- Use data effectively to establish clear and challenging targets for pupil achievement and improvement;
- Work as a mentor for ECTs in Key Stage 1 and a line manager for class-based support staff;
- Establish staff and resource needs and take responsibility for managing a budget of likely priority expenditure;
- Allocate, deploy and maintain resources to ensure value for money.

#### General Notes

- 1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
- 2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- 3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

## Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

## Person Specification – Key Stage 1 Lead & Classroom Teacher

	<u>Essential</u>	<u>Desirable</u>
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<b><u>Qualifications</u></b>	<p>Relevant 'A' Levels (or equivalent);</p> <p>Qualified Teacher Status;</p> <p>Evidence of continuing professional development or further professional study;</p>	<p>Good honours degree (2:1 or better);</p> <p>Accredited Middle Leadership qualification eg. NPQML, NPQLTD, NPQLBC;</p> <p>Educational Visits Coordinator training;</p>
<b><u>Experience</u></b>	<p>A proven track record for delivering high standards within Key Stage 1;</p> <p>Expertise in delivering consistently high standards in phonics and strong knowledge of early reading development.</p> <p>Experience of leading and managing a curriculum area;</p> <p>Experience of working with children with a wide variety of learning needs;</p> <p>Experience of working in partnership with a wide range of stake holders including parents, governors, and a range of professionals from other agencies;</p> <p>Involvement in leading the implementation of whole-school initiatives;</p>	<p>Experience in leading phonics; coaching and developing colleagues to further improve their practice.</p> <p>Experience of providing additional support to children who use English as an Additional Language.</p> <p>Experience of providing additional support to children working below age-related expectations in order to ensure good pupil progress.</p> <p>Experience as a middle leader;</p> <p>Experience of monitoring, evaluating and reviewing classroom and assessment practice and promoting improvement strategies;</p> <p>Experience of leading and managing staff;</p>
<b><u>Knowledge and understanding</u></b>	<p>An understanding of current educational developments and a clear grasp of issues relating to Primary Education;</p> <p>In-depth knowledge and understanding of the National Curriculum;</p> <p>Sound knowledge and understanding of Assessment for Learning strategies;</p> <p>A sound understanding of the way in which the environment (both inside and outside) can be used to facilitate children's learning;</p> <p>An understanding of and commitment to learning through a creative curriculum;</p> <p>An understanding of and commitment to equal opportunities</p> <p>The monitoring, assessment, recording and reporting of pupils' progress;</p> <p>The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</p>	<p>A knowledge of how to support children who use English as an Additional Language.</p> <p>Strong knowledge of phonics, early reading and maths development.</p> <p>An understanding of how to implement continuous provision in EYFS &amp; KS1.</p>

<b><u>Skills and Abilities</u></b>	<p>Ability to build a team and bring out the best in people;</p> <p>A positive approach when facing challenges; Ability to lead by example and provide a clear direction;</p> <p>Confident user of ICT;</p> <p>Ability to monitor and evaluate teaching and learning and implement strategies for improvement;</p> <p>Ability to solve everyday problems by using initiative, flexibility and creativity;</p> <p>Good organisation and time management skills; Ability to work under pressure and remain calm and positive;</p> <p>Good/outstanding classroom practitioner;</p> <p>Ability to use innovative, active teaching methods;</p> <p>Well developed and effective communication skills, written and verbal;</p> <p>Ability to use data effectively to drive school improvement;</p> <p>Good interpersonal skills and an ability to work effectively in and support and manage teams;</p> <p>Ability to work effectively with students with a range of needs.</p>	
<b><u>Personal Characteristics</u></b>	<p>Ability to build a team and bring out the best in people;</p> <p>A positive approach when facing challenges; Ability to lead by example and provide a clear direction;</p> <p>Confident user of ICT;</p> <p>Ability to monitor and evaluate teaching and learning and implement strategies for improvement;</p> <p>Ability to solve everyday problems by using initiative, flexibility and creativity;</p> <p>Good organisation and time management skills;</p> <p>Ability to work under pressure and remain calm and positive;</p> <p>Good/outstanding classroom practitioner;</p>	



	<p>Ability to use innovative, active teaching methods;</p> <p>Well developed and effective communication skills, written and verbal;</p> <p>Ability to use data effectively to drive school improvement;</p> <p>Good interpersonal skills and an ability to work effectively in and support and manage teams;</p> <p>Ability to work effectively with students with a range of needs.</p>	
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