



Market Drayton

Infant & Nursery School

Collaboration • Aspirations • Respect • Positivity

Key Stage One Class Teacher Recruitment Pack





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The Offer at Empower Trust

Mission: 'Inspire, Empower and Achieve – a commitment to excellence'

Vision: 'To create a home for world class learning that improves the lives of each child in our family of schools.'

Our Vision and Mission statements are underpinned by our Trust Values:



Carla Whelan – CEO



Working for Empower Trust is rewarding in lots of ways. We value and appreciate our people and recognise our staff are instrumental to the success of the Trust. We therefore offer a wide range of exciting and useful benefits to all our employees:

Career Progression and Staff Development

We are committed to developing our staff and to providing opportunities for growth. We want to encourage the career progression of our employees wherever possible, and support staff who wish to move between our schools and the Central Team when suitable roles arise. We also offer secondment opportunities when available.

At Empower Trust you would be working alongside excellent leaders in education, each with specific areas of expertise. We offer Middle and Senior Leadership development programmes, professional support networks and career development pathways for staff at all levels. In addition, we also have mentoring and coaching programmes, peer learning, internal and external CPD opportunities.



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Market Drayton Infant and Nursery School offers a safe and secure environment that aims to support all aspects of a child's development; learners within it are emotionally secure and from this they can achieve their full potential.



We constantly aim to raise standards in learning and teaching.

I believe that all children, staff and members of the school community should achieve their potential and this is what we strive for in our school; learning is for life and we aim to encourage lifelong learning.

Kerry Simmons
Headteacher

Health and Wellbeing Services

Working in education is a challenging job and the health and wellbeing of our staff is high on our agenda and a key priority. We have several Trust wide wellbeing initiatives that offer support and guidance for our workforce:

- A Trust Wellbeing Strategy and Charter outlining our commitment to staff wellbeing
- At least one trained Mental Health First Aider in every location, helping to embed our belief that physical and mental health hold equal importance
- A network of Mental Health First Aiders and Mental Health Leads who provide support, guidance, and signposting to colleagues across the Trust
- A Future in Mind network representing all our academies, who signpost staff to wellbeing support and information, and ensure staff voice is heard
- A designated Trustee sponsor whose role is to ensure staff wellbeing remains a priority
- Wellbeing is a discussion item on each Trustee / Local Governing Body meeting agenda
- Dissemination of annual staff wellbeing questionnaires to inform future actions
- Active engagement in national and international awareness days
- Working towards the Mental Health at Work Commitment and the Education Staff Wellbeing Charter

Flexible and Family-Friendly Policies

Our employment policies are flexible and responsive to promote diversity and equality, as well as attract and retain the highest quality workforce. We offer flexible working opportunities; job share arrangements, term time working and part time-roles; generous family leave packages; and compassionate or emergency leave.



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Pension Scheme

We offer an excellent pension scheme with either the Local Government Pension Scheme (support staff) or the Teachers' Pension Scheme which include death in service benefits. As well as employee's paying contributions into the scheme (banded, based on earnings level) Empower Trust also pays a generous contribution on your behalf.

Cycle to Work Scheme

Save on the cost of the commute, promote a healthy lifestyle, and reduce your carbon footprint - all with our superb cycle to work scheme! Find the bike of your dreams and save up to 42% in tax and NI contributions. Whether it's a mountain bike, BMX, fixie, electric cycle, or one of those natty bikes with a basket on the front, get the wheels you really want; all at an affordable cost spread over 12 to 18 months.

Other Benefits

- Eye care scheme
- Attractive annual leave allowance
- Free on-site parking
- In-house catering
- Financial wellbeing support
- Discounts for teachers – <https://www.discountsforteachers.co.uk/>



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The Opportunity at Market Drayton Infant & Nursery School

Position: Key Stage One Class Teacher (Maternity Cover)

Terms: Fixed Term Contract 1.0 initially 6 months but may extend to 9 or 12 months.

Start Date: 4th November 2024

Salary: Teacher Main Pay Scale (M1-M6)

Closing Date: 09:00am on Friday 27th September 2024

Interview Date: Monday 30th September 2024



For further details and an application form, please contact our school office via email or telephone using the details below or click here - [Application Form](#)

A visit to the school is actively encouraged.

Website: www.marketdraytoninfant.co.uk

Address: Market Drayton Infant & Nursery School, Longslow Road, Market Drayton, TF9 3BA

Telephone: 01630 652909

Email: admin@mdinfants.empowermat.co.uk



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Market Drayton Infant & Nursery School and Empower Trust are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The post is subject to enhanced DBS clearance and other safeguarding checks. If shortlisted, you will be subject to an online search.

We are committed to equality and diversity.

Context

We seek a dedicated and enthusiastic KS1 teacher to join our forward-thinking school to cover maternity leave. We are looking for someone with excellent behaviour management and interpersonal skills, who can offer creative and stimulating teaching and learning opportunities to our children in Key Stage One. You must have the ability to inspire and be passionate about raising standards for all our children through a rich and varied curriculum.

We offer a caring and supportive whole-school ethos, an excellent team of staff and high-quality opportunities for professional development and collaborative working.





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"An excellent, happy school where we enjoy learning"

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens.

Our school vision is "to create a learning environment which encourages every individual to achieve their best in all aspects of their lives".

Our values underpin the vision statement and aims. At our school we especially value:

Collaboration: 'We work together to support and nurture everyone to achieve their aims'

Aspirations: 'We encourage each other to aim high and achieve their aspirations'

Respect: 'We are honest, thoughtful and considerate to ourselves, others and the world around us'

Positivity: 'We adopt a 'can do' and optimistic attitude'

These values underpin everything that we do in order to achieve excellence.



Application and Selection Process

All completed application forms should be submitted via email. Please note that CVs will not be accepted. Visits to the school during the application process can be arranged by appointment.



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The Ideal Candidate

Job Description

The responsibilities of the post are to be performed in accordance with the provisions of the most up to date edition of the School Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document. The post-holder will:

- Carry out professional duties in line with the expectations set out in the Teachers' Standards and to have responsibility for an assigned class
- Be responsible for the day-to-day work and management of that class as well as the safety and welfare of the pupils, during on-site and off-site activities
- Promote the aims and objectives of the school and maintain its philosophy of education

Main Duties and Responsibilities

- To create and manage a caring, supportive, purposeful and stimulating environment which is conducive to children's learning.
- To plan and prepare lessons in order to deliver the National Curriculum ensuring breadth and balance in all subjects.
- To identify clear teaching objectives and learning outcomes, with appropriate challenge and high expectations.
- To maintain good order and discipline among the pupils, safeguarding their health and safety.
- To organise and manage groups or individual pupils ensuring differentiation of learning needs, reflecting all abilities.
- To plan opportunities to develop the social, emotional and cultural aspects of pupils' learning.
- To maintain a regular system of monitoring, assessment, record-keeping and reporting of children's progress.
- To prepare appropriate records for the transfer of pupils.
- To ensure effective use of support staff within the classroom, including parent helpers.
- To participate in staff meetings and other professional development opportunities.
- Contribute to the development and co-ordination of a particular area of the curriculum.
- To be part of a whole school team, actively involved in decision-making on the preparation and development of policies and programmes of study, teaching materials, resources, methods of teaching and pastoral arrangements.
- To ensure that school policies are reflected in daily practice.
- To communicate and consult with parents over all aspects of their children's education – academic, social and emotional.
- To liaise with outside agencies when appropriate eg. Educational Psychologist.
- To continue professional development, maintaining a portfolio of training undertaken.



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- To meet with parents and appropriate agencies, to contribute positively to the education of the children concerned.
- To support the Headteacher in promoting the ethos of the school.
- To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the Schools Health and Safety policy and any school-specific procedures / rules that apply to this role.

This is illustrative of the general nature and responsibilities of the role. It is not a comprehensive list of duties and other tasks may be directed by the Headteacher. An annual review of this job description takes place as part of our performance management.



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Person Specification

Criteria	Essential	Desired
Qualifications	<ul style="list-style-type: none"> - Qualified teacher status - Degree 	<ul style="list-style-type: none"> - Evidence of relevant INSET and commitment to further professional development - Additional SEN experience or training
Experience	<ul style="list-style-type: none"> - Teaching in KS1 - Experience of teaching pupils with SEN - Effective behaviour management strategies 	<ul style="list-style-type: none"> - Evidence of teaching in more than one Key Stage - Experience working in partnership with parents/carers
Knowledge and Understanding	<ul style="list-style-type: none"> - Providing effectively for the individual needs of all children (eg classroom organisation and learning strategies) - Planning and preparation of lessons including high quality differentiation - Statutory National Curriculum requirements at the appropriate Key Stage - Monitoring, assessment, recording and reporting of pupils' progress; Equal Opportunities, Health & Safety, SEN and Safeguarding & Child Protection - Positive links necessary within school and with all stakeholders - Effective teaching and learning styles 	<ul style="list-style-type: none"> - Ability to analyse data and use assessment to inform actions - Ability to use technology to enhance educational provision and outcomes - Awareness of statutory data protection responsibilities
Skills	<ul style="list-style-type: none"> - Ability to create a happy, challenging and effective learning environment - Ability to promote the school's aims positively, and use effective strategies to monitor motivation and morale - Demonstrate good personal relationships within a team - Ability to establish and develop close relationship with parents, carers, governors and the community - Demonstrate effective communication skills to a variety of audiences 	<ul style="list-style-type: none"> - Ability to lead and develop standards in a curriculum area across the whole school - A proven track record in raising standards for all children
Personal Qualities	<ul style="list-style-type: none"> - Creative thinker - Team player 	<ul style="list-style-type: none"> - Willingness to contribute to extra-curricular activities



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Privacy Notice – Job Applicants

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information?

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.



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To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data outside of the recruitment process. If you do not consent to the holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to:

- Your name and address
- Email address and telephone number
- Date of birth
- Equal opportunities monitoring information
- Your nationality and entitlement to work in the UK
- National insurance number
- Information about your current salary and benefits
- Qualifications and skills
- Work experience and employment history
- Information about your criminal record
- Disability status to enable us to make any reasonable adjustments throughout the recruitment process

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK, and we have ensured that appropriate safeguards are in place to protect your personal data.



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We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure we use encrypted devices, passwords, virus protection and firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data:

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.
- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
 - Direct marketing.
 - Processing for scientific/historical research and statistics.
 - Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowermat.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.