

**TEACHER APPLICATION PACK**

**Infinity Academy Trust Vision Statement**

Ready to Learn; Prepared to flourish

Our children need and deserve to experience the highest quality learning environment within our schools, so they can develop the skills and knowledge to thrive, both academically and socially, and be prepared for a future full of opportunity. We will strive every day to ensure our children know they are valued, understood and supported to share their hopes and aspirations and to provide a well-rounded education that celebrates success. The future our children are going into is increasingly uncertain, and we need to enable them to become adaptable, resilient, confident, tolerant and highly literate individuals both for their lives today and tomorrow.

However, we don't wish to do this in isolation; instead we will work not just within our trust, but with local schools and the community, and more broadly across the region and system, so that we can learn from each other, harness best practice, access the latest research, and secure the expertise of those beyond the school system who share our moral purpose for children.

We want our children to flourish across their lives.

Chief Executive Officer: Gavin Booth

www.infinityacademies.co.uk

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Dear Applicant,

Thank you for taking an interest in the position of Class Teacher within Infinity Academies Trust. I would like to send you a warm welcome on behalf of all staff, children and governors.

We are looking for someone who is an enthusiastic and creative primary teacher to join our Trust and help us to “make the difference” for all our children. We are looking to appoint a Class Teacher as soon as possible on a fixed term contract until 31st August 2022.

Our Trust offers fantastic professional development for teachers at all stages of their careers, opportunities for collaboration with other schools and well-resourced classrooms. It’s our ambition to be the place where every child wants to learn and every professional wants to work!

We have many experienced staff in our team with much to offer but we would like to hear about your skills, knowledge and experience and what you have to offer us. We strive to support our team and will therefore offer training and support for you and will endeavour to develop you as a valuable member of our team. The staff are very friendly and welcoming. The children are delightful and very well behaved. Our teachers, teaching assistants and support staff work well as a team.

This is an exciting time, with many opportunities. Being part of a Trust brings a wealth of opportunities and creates interesting professional development opportunities.

We look forward to receiving an application form from you.

Yours sincerely



Gavin Booth

CEO

**How to apply for the post of Class Teacher**

* Please complete the application form within this pack
* Please ensure that your personal statement provides information detailing your experience, skills and knowledge in regard to the criteria found in the person specification
* If shortlisted for interview, you will be telephoned initially and given further details about the time of interview and the interview process.

Please return your completed application form to Julie Waters, Bursar

By email: julie.waters@infinityacademies.co.uk

We advise that you request a confirmation email. If you don’t receive this email please telephone us to confirm receipt of your application.

Closing Date: Thursday 9th December 2021

Interviews: Thursday 16th December 2021

**Person Specification**

|  |  |
| --- | --- |
| Essential | Desirable |
| *Qualifications*   * Qualified teacher status. | * Further qualifications and/or studies relevant to the primary age range. * First Aid Training. * Up to date Safeguarding Training. |
| *The class teacher will:*   * Have teaching experience in KS2 with proven ability as a classroom practitioner. * Have the ability to provide a stimulating and challenging classroom environment for all pupils. * Demonstrate consistently high standards of teaching and learning in their current role. * Have experience of working with children with additional needs. * Have an understanding of Assessment for Learning. * Be able to lead a subject. * Be able to work in positive partnership with parents. | *In addition, the teacher may have:*   * Classroom experience in Key Stage 1 * Experience of working with and supervising other adult support within the classroom. * Experience of working with children with EAL. |
| *The teacher will have knowledge and understanding of;*   * The National Curriculum. * How to teach a broad, balanced and relevant curriculum. * A secure understanding of the processes by which children learn. * How to meet the needs of all learners. * How to use IT across the curriculum to facilitate and support learning. * How to analyse pupil data. * A range of behaviour management strategies. | *In addition, the class teacher may also have knowledge and understanding of;*   * A particular curriculum or specialist area. * A whole school approach to improvement and raising standards. * Effective use of IT to support planning and assessment. * The SEND Code of Practice. * Phonics and the teaching of early reading. * The links between schools, especially partner schools. |

|  |  |
| --- | --- |
| *Personal Qualities*   * To be able to inspire and motivate children to achieve their best. * A caring ethos, sensitive to the needs of others. * Ability to organise themselves and others. * Excellent time management skills. * A commitment to working co- operatively in a team situation. * An enthusiastic, caring and flexible teacher. * A commitment to providing quality learning. * A commitment to the role of parents as co-educators. * A creative thinker. * Self-motivation and initiative. * An ability to embrace change with enthusiasm and a positive outlook. * A commitment to high standards. * To be able to accept and act on advice and support. * Have the ability to work and plan with colleagues in a constructive manner. | * A sense of humour. * To be able to think strategically. * To contribute eagerly to all aspects of school life |
| *Professional Development*   * A desire to engage with personal professional development and school improvement. * An ability to disseminate information to other staff and share expertise | * An understanding of current developments in primary education. * To have an up to date knowledge of national priorities to support school improvement   planning. |
| *Letter of Application*   * Ability to present succinctly a professional sound philosophy and practice of education. * Ability to demonstrate how this philosophy and previous experience relates to the post applied for. |  |
| *References*   * Two fully supportive references commenting on the candidate’s professional and personal qualities. |  |

**CONFIDENTIAL**

**APPLICATION FORM FOR APPOINTMENT TO A POST WITHIN**

**THE INFINITY ACADEMIES TRUST**

**We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.**

Please complete clearly in black ink or typescript and return to the address stated in the application pack. We are unable to accept a CV for a position with our Trust and advise that you must complete the application form in full to be considered for the position for which you are applying.

**For non-teaching posts, you can disregard the shaded boxes.**

**POST DETAILS**

|  |
| --- |
| Post applied for: |

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Prefer to be known as: | Date of birth (DD/MM/YY) |
| National Insurance Number: | Teacher Reference Number: |
| Address: | Mobile phone number: |
| Home phone number: |
| Work phone number: |
| Email: | |
| If applicable, please give the date when your continuous service in education commenced (month / year). | |

**REFEREES**

We require full contact details for a minimum of **two** referees. One referee must be your **current or last employer.** If you have never had an employer, one referee must be a senior staff member from your last place of study. If your current or last employment was within a school, one referee must be **the Headteacher.** A referee must not be a relative or partner and one referee should be able to refer to your most recent work with children.

**Please note that references will be requested after shortlisting and before interview. We may request additional references.**

**Referee 1 – Current or Most Recent Employer**

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference  (Academic/Character/Work) |

**Referee 2**

|  |  |
| --- | --- |
| First name: | Surname: |
| Organisation: | Address: |
| Email: |
| Mobile or daytime number: | Alternate number: |
| Job title: | Known since (MM/YY): |
| Capacity in which known to you: | Type of reference  (Academic/Character/Work) |

**EDUCATION, TRAINING, QUALIFICATIONS AND PROFESSIONAL MEMBERSHIPS**

Please list your qualifications in chronological order. Original certificates will need to be presented at interview. Please continue on a separate sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Educational Establishment | Full or Part Time | Dates | | Qualification Achieved | | |
| From | To | Subject | Level | Grade |
|  |  |  |  |  |  |  |

**TEACHING QUALIFICATION**

|  |
| --- |
| Date qualification awarded: (Month & Year) |
| Date of completion of probation |

**PRESENT EMPLOYER**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer: | Job Title: | Date appointed: | Salary: |
| Type of School; | Single / mixed sex: | Number on roll: | Age range taught: |
| Summary of main duties: | | | |
| Period of Notice required: | | | |

**PREVIOUS EMPLOYMENT**

Please detail in chronological order and continue on a separate sheet if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employer | Job Title | Dates  (month & year) | | Full or Part Time | Reason for Leaving |
| From | To |
|  |  |  |  |  |  |

**PERIODS OF UNPAID ACTIVITY**

Please detail reasons for gaps in your employment after the age of 18 years e.g. raising a family, unpaid voluntary work, time spent travelling.

|  |  |  |
| --- | --- | --- |
| Details | Dates (month & year) | |
| From | To |
|  |  |  |

**PERSONAL STATEMENT**

Please detail how your experience, skills and knowledge meet the criteria in the person specification for the post for which you are applying.

|  |
| --- |
|  |

**RIGHT TO WORK IN THE UK**

Successful candidates will be required to produce original documentation that proves their right to work in the UK.

Do you have the right to work in the UK? **YES / NO** (Delete as applicable)

**PERSONAL INTERESTS**

Are you, to the best of your knowledge, related to or personal friends with any Senior Staff, Trustees or Members of Infinity Academies Trust?

**YES / NO** (Delete as applicable)

*A candidate who fails to disclose their relationship to a Senior Staff Member, Trustee or Member of Infinity Academies Trust, may have their application rejected. If appointed, they may be subject to disciplinary actin or dismissal.*

|  |
| --- |
| If yes, please names and positions of the relevant people: |

Do you have any outside private business interests that may conflict with those of Infinity Academies Trust’s business?

**YES / NO** (Delete as applicable)

|  |
| --- |
| If yes, please describe your private interest: |

|  |
| --- |
| **RETIRED TEACHERS**  Under the Teachers Pensions Regulations, those teachers who are in receipt of a pension and retired on or after 01/04/1997 on grounds of ill health, cannot be employed unless you surrender your pension and are deemed fit to be employed as a teacher again. |

**CRIMINAL CONVICTIONS**

* The 1997 Police Act allows employers to obtain information about people who are being considered for appointment to positions involving work with children.
* The post you are applying for is subject to an enhanced disclosure and you are required to declare any spent or unspent convictions, either in the UK or abroad, including cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013.
* You must also inform us if you are on List 99, disqualified from working with children, or have any active restriction which would prevent you taking up this post.
* Criminal records will only be taken into account for recruitment purposes when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). Any information disclosed will be treated sensitively and in confidence and will only be used in deciding a candidate’s suitability for the post applied for.
* Failure to disclose any information required of you may result in your application being rejected or disciplinary action being taken if you have commenced employment within Infinity Academies Trust. The information you provide under this section will not be used for shortlisting purposes but will be discussed at interview if the Trust considers it is relevant to the position you are applying for.

Have you any spent or unspent convictions, cautions, reprimands or final warnings that are not ‘protected’ to declare?

**YES / NO** (Delete as applicable)

|  |
| --- |
| If yes, please provide details below including the nature of the offence/alleged offence, date and full name at the time of the offence: |

Are you a foreign national or a UK resident who has lived or worked abroad for more than three months in the last five years?

**YES / NO** (Delete as applicable)

If yes, you must obtain a Statement of Good Conduct (SOGV) from the Embassy of that country.

**POSITIVE ABOUT DISABLED PEOPLE**

Infinity Academies Trust welcomes applications from disabled people. We ensure that disabled people are supported and treated fairly at every stage of their selection, employment and career development. We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for.

For this purpose, disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities. Long term means the effect of the impairment has lasted at least twelve months, is likely to last for twelve months or is likely to last for the rest of a person’s life.

Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

|  |
| --- |
| Details of disability and any reasonable adjustments needed for interview: |

**DECLARATION**

* I certify that the information I have given on this form is true an accurate to the best of my knowledge.
* I have read or had explained to me and understand all the questions on this form.
* I understand that deliberate omissions and incorrect statements could lead to my application being rejected or to my dismissal if appointed to the post.
* I authorise the School to undertake the necessary pre-employment checks and to verify any information given.
* I understand that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made.
* I acknowledge that Infinity Academies Trust will process data about me and retain it in the manner described above and I hereby consent to this.

Signature: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECRUITMENT MONITORING**

Infinity Academies Trust is committed to achieving fairness and equality in employment. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form, you will be supporting the Trust in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and **will not be taken into account when shortlisting or making the appointment.**

|  |  |
| --- | --- |
| Title: | Forenames: |
| Surname: | Previous surnames: |
| Date of birth (DD/MM/YY): | Gender |
| Marital / Civil Partnership Status: | Religion / Belief: |
| Sexual Orientation: | Ethnic group: |
| Nationality: |  |

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Please advise us in the box below if you consider yourself to have a disability and of any reasonable adjustments which are needed to ensure the interview is accessible to you.

|  |
| --- |
| Details of disability and any reasonable adjustments needed for interview: |

**Infinity Academies Trust**

**Recruitment Privacy Notice**

**About Us**

Infinity Academies Trust are known as the "Controllers" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

**Why do we collect your personal data?**

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

* Assessing your skills, qualifications and suitability for a role within the school
* Carrying out background and reference checks, where applicable
* Communicating with you about the recruitment process
* Maintaining records relating to the recruitment process
* To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

**What personal data do we collect?**

The personal data we will collect includes:

* Personal contact details such as name, address, telephone number and email address
* Date of Birth
* National Insurance Number
* Employment history
* Qualifications and other academic achievements
* Contact information for the provision of references
* Identification documents
* Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

* Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
* Trade union membership
* Information about your physical and mental health, including any medical conditions.
* Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

**Who do we get your personal data from?**

This information is collected in the following ways:

* Provided to us directly by you through the application form and at interview
* From your named referees

**Who do we share your data with?**

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law. Where necessary, we will share your data with organisations that deliver services on behalf of the school.

Where necessary we will share your personal data with the following categories of recipients:

* Disclosure and Barring Service
* Occupational Health Provider
* Previous employers and other individuals identified as capable of giving a reference
* Professional advisors and consultants involved in the recruitment exercise

**How long do we keep your data for?**

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy.

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Retention periods for recruitment data are:

* For successful applicants, personnel files are retained for 7 years following the employee leaving the school
* For unsuccessful applicants, recruitment information is retained for 6 months from the advertised appointment start date

**How do we keep your data safe?**

We have an information security policy which sets out how we aim to keep your personal data secure. The policy can be obtained from the school office.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training.

Your personal data is not processed outside of the EU by the school.

**Your Rights**

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

You can also request that we correct any personal data we hold about you that you believe is inaccurate;

You can request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

**Further Information**

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

* Data Protection Officer: Judy Carter

judy.carter@infinityacademies.co.uk

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner’s Office (ICO) [www.ico.org.uk](http://www.ico.org.uk)

Last updated May 2019