



## Recruitment Pack 2022/2023



HEARTS ACADEMY TRUST

## Lead Mentor / Teacher

**HEARTS**

**HAPPINESS, ESTEEM, ACHIEVEMENT, RESPECT AND RESPONSIBILITY, TRUTH, SPIRITUALITY AND SERVICE**

HEARTS Academy Trust is a company limited by guarantee. Registered as a company in England and Wales, registered number 7851097.  
Registered office: HEARTS House, 2 Mount Road, Wickford, Essex SS11 8HE



**Stambridge**  
Primary School and Nursery



# HEARTS Academy Trust

Dear Applicant

Thank you for your interest in working for HEARTS Academy Trust. We are an education charity that has a proven track record of school improvement, transforming schools in challenging circumstances, particularly in areas of White British disadvantage.

We are seeking outstanding candidates who can realise the highest possible quality of services to support the delivery of the Trust's strategic aims. We are looking for outstanding, dedicated and ambitious colleagues who will add value to our academy, and who are eager to develop their careers within an organisation that places pupils and staff at the heart of everyday life.

You will be joining a highly supportive, innovative and ambitious organisation, working alongside like-minded professionals to include our CEO, Executive Heads, Heads of School, teaching staff, support staff, catering and caretaking teams. Each member of our team plays a pivotal role in providing our pupils with the best possible education to achieve their full potential.

This is an exciting and very rewarding time for HEARTS, and we look forward to receiving your application.

If you would like an informal discussion about working for HEARTS, about this role or would like to arrange a visit, please contact the School Business Manager.

If you want to work for an organisation that has its children at its heart, then this vacancy could be for you. See a video of what it's like working at a HEARTS school at [www.heartsacademytrust.co.uk/careers](http://www.heartsacademytrust.co.uk/careers)

Yours faithfully



**Debbie Rogan OBE**  
**Executive Head and CEO**

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# HEARTS Academy Trust

## HEARTS Values

HEARTS Academy Trust is committed to providing a happy, caring and safe learning environment for all within a values led context, where everyone feels valued and grows in confidence and independence.

We promote **HAPPINESS** through a creative, exciting and practical curriculum, which generates a love of, and interest in, learning and a resilience and hope which supports us through challenging times.

Great value is placed on pupils' self **ESTEEM** which is developed through a positive and motivated attitude to learning, a healthy lifestyle, good social skills, self-discipline and a positive self-image.

We promote the highest standards of **ACHIEVEMENT** in all areas of the curriculum and help all pupils to fulfil their potential regardless of gender, race or ability.

We foster **RESPECT and RESPONSIBILITY** for all by establishing good relations between the school, home and community. Pupils are taught respect for themselves, others and the environment. They are also taught to take full responsibility for their own choices and responsibility for themselves and their community.

We encourage **TRUTH** and honesty in all aspects of school life – relationships, work and the curriculum and learn to trust and accept others' individuality and uniqueness.

We develop **SPIRITUALITY and SERVICE** so that calm, quiet, reflective times which support deep thought are part of school life and beauty is appreciated. We promote a service culture that reflects our duty to support and show compassion to all members of the community and not just ourselves.

## HEARTS Vision

The trust places pupils at the centre of everything it does, with a focus on creating a culture of success. Our values of **HAPPINESS**, hope, self-esteem, achievement, **RESPECT and RESPONSIBILITY**, reflection and **SERVICE** to others are the cornerstone of all of our work.

We create positive climates for learning, and increase pupil attainment and achievement. We place strong emphasis on pupils' social and emotional health, including providing alternative provision for pupils who need this and 2 and 3-year-old nursery settings so that pupils can access school as soon as they are ready. We encourage **TRUTH** and honesty in all aspects of school life.

The trust has developed an ethos in which decisions are made on the values set out above and our commitment to the service of our pupils and their families. Pupils are at the heart of all that we do. It is an absolute priority that every student, irrespective of their starting point, succeeds and achieves. In order to do this, a high quality educational experience will be an entitlement for every student, with students, staff, parents/carers, and the wider community working together to achieve these goals for young people.

Leadership development, succession planning, and capacity building are also major priorities for the trust and the trust has a CPD entitlement programme for all staff. The trust also prioritises staff workload, has a work load charter and is currently consulting on substantial changes to the teaching week so that workload can be reduced further.

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# HEARTS Academy Trust

## About our schools

**The Wickford Church of England school** is an outstanding school, that serves the local area and beyond. The school is proud to be the founding school of the trust and was judged outstanding by Ofsted in 2013 and 2018 and in SIAMS in 2018.

Mount Road

Wickford

SS11 8HE

T: 01268 733297

E: [wickfordcofe.admin@heartsacademy.uk](mailto:wickfordcofe.admin@heartsacademy.uk)

W: [www.hearts-wickfordcofe.uk](http://www.hearts-wickfordcofe.uk)



**Briscoe primary school & nursery** is situated in the residential area of Felmores in Pitsea. The school became an academy in September 2012, joining the HEARTS academy trust and had a positive Ofsted inspection in March 2018, being judged as good.

Felmores End

Pitsea

Basildon

SS13 1PN

T: 01268 727751

E: [briscoe.admin@heartsacademy.uk](mailto:briscoe.admin@heartsacademy.uk)

W: [www.hearts-briscoe.uk](http://www.hearts-briscoe.uk)



In 2015 the Trust grew to include **Waterman primary school and Stambridge primary school**, both in Rochford. Together, the schools in the trust have a highly experienced staff who support each other and schools in the wider area, having a growing reputation for outreach work. Waterman and Stambridge were both inspected by Ofsted in January 2018 and were judged as good schools. Waterman are very proud of their new indoor swimming pool, which opened in March 2020.

### Waterman Primary School

The Boulevard

Rochford

SS4 1QF

T: 01702 546237

E: [waterman.admin@heartsacademy.uk](mailto:waterman.admin@heartsacademy.uk)

E: [Stambridge.admin@heartsacademy.uk](mailto:Stambridge.admin@heartsacademy.uk)

W: [www.hearts-waterman.uk](http://www.hearts-waterman.uk)

### Stambridge Primary School

Stambridge Road

Rochford

SS4 2AP

T: 01702 544369



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**Hilltop infant** and **Hilltop junior schools** joined HEARTS in September 2017. Both schools are working collaboratively with the trust and offer a great deal of experience to the group of schools. Hilltop infant school was last inspected in 2014 and were delighted with their outstanding judgement. The junior school has no formal Ofsted designation.

## Hilltop Infant School

Hill Avenue  
Wickford  
SS11 8LT

T: 01268 762531

E: [hilltopinf-admin@heartsacademy.uk](mailto:hilltopinf-admin@heartsacademy.uk)

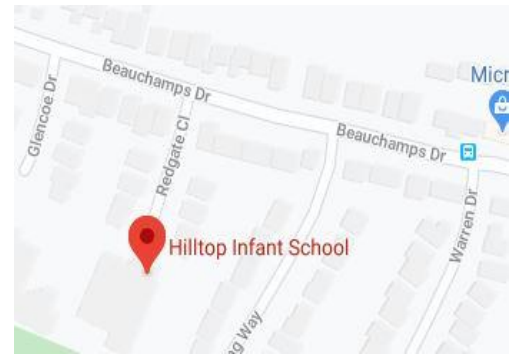
E: [hilltopjun-admin@heartsacademy.uk](mailto:hilltopjun-admin@heartsacademy.uk)

W: [www.hearts-hilltopinf.uk](http://www.hearts-hilltopinf.uk)

## Hilltop Junior School

Hill Avenue  
Wickford  
S11 8LT

T: 01268 734 649



**The Atrium** opened in September 2018, and is an early intervention, enhanced provision for children with social, emotional and mental health challenges. The provision works across South Essex to offer support to schools, pupils and families with an aim to help children rediscover a love of learning, grow in confidence and begin to thrive in their mainstream school.

c/o Briscoe Primary School  
Felmores End  
Pitsea  
Basildon  
SS13 1PN



T: 01268 727751

W: [www.hearts-atrium.uk](http://www.hearts-atrium.uk)

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## Safeguarding Children & Young People

The trust is committed to safeguarding and promoting the welfare of all of its pupils. Each pupil's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with special educational needs and those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way.

**The trust's Child Safeguarding Policy applies to all adults, including volunteers, third-party workers, contractors and visitors, working in or on behalf of the trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings;
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

We ensure that all appropriate measures are applied in relation to everyone who works for the trust who is likely to be perceived by the children as a safe and trustworthy adult including volunteers, third-party workers, contractors and staff. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, reviewing online presence, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and enhanced DBS checks.

We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

- Candidates should be aware that all staff at HEARTS academy trust are responsible for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this application pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so, the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate, be answered not applicable if your duties have not brought you into contact with children or young people.

## Application process

To apply please complete a HEARTS application form in full, CV's are not accepted. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification and Job Description.

Completed application forms should be returned in electronic format to: [recruitment@heartsacademy.uk](mailto:recruitment@heartsacademy.uk)

## Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the person specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description carefully before you complete your application form. Occasionally, when we receive sufficient applications to do so, the trust may close the vacancy and shortlist prior to the published closing date.

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We will seek references and conduct online searches on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Where possible, any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to the use of authority and maintaining discipline

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Satisfactory online search results
- Verification of identity checks and qualifications
- Prohibition from teaching check
- Satisfactory Enhanced DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a health assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance
- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**

### **Disclosure level:**

Enhanced: The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job. **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE DISCLOSURE FORM.** We support safe recruitment and therefore, if successful, you will also be required to apply for an Enhanced DBS Check from the Criminal Records Bureau.

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## **Lead Mentor / Teacher (with Deputy responsibilities as required)**

**Salary – HEARTS Payscale – based on qualifications, skills and experience**

Are you looking for something that will give you purpose and transform life chances for vulnerable young people and their families? If so, please come along and see who we are and what we do.

We are looking for an experienced leader to join The Atrium, start date to be negotiated. Our ideal candidate will be able to work with pupils and develop the curriculum offer.

The Atrium is an Enhanced Provision for children with social, emotional and mental health needs. We have incredible facilities at our site in Basildon, where we work with pupils aged 7-11 years from across South Essex who travel to us. Pupils work for part of the day in their home school and part of the day with us.

This position, offers a unique and rare opportunity to work in a very special place. We are encouraging any interested applicants to visit us and see for themselves.

As a team, we are proud of what we have achieved at The Atrium and are excited to welcome a new member to the team to join us on the next chapter of our journey.

What our staff say

‘Working in the Atrium was the best decision, I’ve ever made. I’ve never worked in such a supportive environment with people that are so passionate about what they do. It’s amazing to be in a place where everyone thinks the same way and understands the children.’ I feel valued and have the autonomy to develop my creative side. I know I am making a difference.

Building relationships is at the heart of everything we do at The Atrium, and our aim is to support the building of secure relationships between school staff, children and their families in order to facilitate the successful full-reintegration of pupils back into full-time mainstream education or into a suitable SEMH school.

We are looking for someone who is caring, creative, resilient, and able to build morale in what can sometimes be challenging circumstances. A sense of humour and the ability to play and connect with pupils is essential.

This is an exciting leadership role to ensure our continued success and high standards as well as shaping our vision for the future. The successful applicant will be passionate and have a deep knowledge and understanding of working with pupils with SEMH needs. They will have excellent communication skills and the ability to train staff, lead meetings and write reports to secure the best provision possible. There will be a training programme in place to support the successful applicant to carry out this work confidently.

If you are looking for a new challenge that offers endless job satisfaction, high quality training and a chance to work with our amazing children to genuinely change lives, then this is for you.

We would welcome the opportunity to provide you with a tour of our setting. Tours are by appointment only.

To book a tour please contact our Trust Administrator, Michelle Wright via email:- [m.wright@heartsacademy.uk](mailto:m.wright@heartsacademy.uk)

## **Recruitment Timeline**

Closing date	Midnight – Sunday 25 <sup>th</sup> September 2022
Interview	To be confirmed
Start Date	Negotiable

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**Dates reserved for tours:-**

Tuesday 13<sup>th</sup> September 2022

Wednesday 14<sup>th</sup> September 2022 or

Monday 19<sup>th</sup> September 2022

**How to apply**

It is very important that you complete HEARTS application form in full, particularly section F which refers to references. We must have the full contact details of two referees, including their name, address, telephone number and email address. Please note that we will write to the Headteacher for all education references. Incomplete application forms will not be considered. We reserve the right to close this vacancy early should we have enough applications to shortlist, therefore we advise that you do not delay applying.

Please refer to the Job Description and Person Specification for full details.

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