**Teaching Assistant Level 4 (HLTA)**

**Recruitment Pack**

**Zaytouna Primary School**

Closing date: Wednesday 7th June 2023 (9am)

Interviews: Tuesday 13th June 2023

Start date : September 2023

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**1. Headteacher welcome**

As Salaamu Alaykum and a very warm welcome to Zaytouna Primary.

We are delighted that you are considering us for the next stage in your career – if you are up for excitement, excellence and #DoingThingsDifferently then we are definitely the place for you.

From our curriculum to our enrichment offer, our approach to professional development to our partnerships with the local community, we are striving for innovation and excellence. We believe that school should develop a child’s mind, body and soul. This drives every decision that we make and we are proud that we are able to offer this entitlement to all of our children. It’s what we care passionately about. We also know that to fulfil this, we need to ensure that mental and physical health and wellbeing is at our core, for our children and our adults. You will see this reflected in everything that we do.

We are proud to be a school of Islamic distinctiveness – you will see that our QIS offer enriches our children to be the best versions of themselves. It’s what makes our school a genuine family community. This together with our comprehensive development of our core British Values means that our children are being well supported to become informed, critical thinkers of the future.

Growth in pupil numbers, internal promotion and an unwavering commitment to becoming a school of excellence means that we are looking for new talented staff to join the Zayteam. This is the perfect time to come and help us to write the next chapter of our adventure as we are now fully immersed in Phase 3 of our school improvement model. Indeed, our recent Ofsted Monitoring visit in February 2021 acknowledges the great progress that we have made and judged leadership to be effective. We have established some great momentum and have exciting plans for 2022 and beyond.

We know that the most effective practitioners are ‘up to something’ and care passionately about their area of responsibility, so we are inviting you to help shape your role. Professional dialogue and quality CPD will allow our new members of staff to contribute fully to our continued improved outcomes and provision for our children who deserve the very best.

We are ambitious and unapologetic about what we do at Zaytouna. It’s based on what we believe to be important and on the future that we want for our children and for ourselves. We make sure however that we have as much fun as we can along the way!

If you’re considering the next step in your career and this sounds like an offer that you’d like to find out more about, then I strongly encourage you to book in for a session to come and meet us, have a tour of school and a further conversation – we’d love to meet you.

Best wishes,

Amy Storer

**2. About Zaytouna Primary School**

Zaytouna Primary is a larger than average, over-subscribed inner city Islamic Faith school dedicated to providing an excellent education for all our children in partnership with Transform Trust. Located in a commercial district of the city, we draw most of our children from the inner-city area of Normanton. After a period of significant growth and flourishment, we are now at full capacity and operating a waiting list; our staff team is now stable, too. Parents from a wider area are now choosing us as their first preference because of our vibrant academic offer, our provision for children with special educational needs and/or disabilities (SEND), as well as our Islamic distinctiveness.

Almost all of our children are from minority ethnic backgrounds and a high proportion speak English as an additional language (EAL). Drawing from areas of significant deprivation, the proportion of disadvantaged children is above the national average and growing. The number of children with SEND, including those with an education, health and care plan (EHCP) is broadly in line with the national average and increasing. Our curriculum is the universal entitlement for *all* children and allows everyone to grow, develop and flourish - this is something we are extremely proud of.

Underpinned by the fundamental principles of ‘Peace, Unity and Equality’, we aim throughout our curriculum and ethos to develop the mind, body and soul, with ‘Everyone a Learner and Everyone a Leader.’

We have a strong safeguarding culture, serving one of the most deprived areas in Derby City. Children are exposed to domestic violence, high unemployment and criminal activity. High levels of poverty were more apparent during the lockdown periods. We work in partnership with a local charity to provide substantial food hampers on a regular basis and support our families with digital technologies, clothing and translation services.

As an anchor institution in Derby, we work closely with the following organisations:

* Association of Muslim Schools
* Derby Jamia Mosque
* Derby University
* Our Future Derby
* Derbyshire Cricket Club
* Derby Music Partnership
* Progressive Sports
* World Class Schools organisation

Working for Zaytouna provides the opportunities to #DoThingsDifferently in the knowledge that you are part of a team of experts who know what good primary education looks like.

For more information, visit our website: [www.zaytounaprimary.co.uk](http://www.zaytounaprimary.co.uk) or contact the school office on 01332 383379.

**3. Message from Rebecca Meredith CEO**

Dear Applicant,

Thank you for your interest in working with Transform.

The recruitment pack should give you all the information needed, if you should need anything further please do not hesitate to ask or refer to our website <https://www.transformtrust.co.uk/> or the relevant school website for additional information.

At Transform, children come first. We have four Transform values: Respect, Kindness, Equality and Creativity. We believe that when every member of Transform lives by these then we will fulfill our aspiration “Together we Achieve”.

Each and every member of the Transform team is the key to our continued success. We passionately believe in your professional learning, offer a wide range of employee benefits and actively listen to your feedback.

Children only get one opportunity at accessing an excellent education in order to grow into successful, happy and fulfilled adults. Join Transform and collectively we can ensure the children get the educational experience they deserve.

I hope that you find the information enclosed useful in your consideration of joining such a special extended family. I wish you every success and look forward to meeting and working with you.

All the very best.

Rebecca Meredith

CEO – Transform Trust

**4. Transform Trust**

We are an innovative Multi Academy Trust, established in 2013. Rebecca Meredith CBE arrived at Sneinton St Stephens C of E Primary as Head in 2002 when the school was in Special Measures and took it on an improvement journey to Outstanding.  Building from this, Rebecca founded the Transform Teaching School with initially 10 member schools in Nottingham City, the aim to share and develop school to school support across like-minded professionals. Transform Trust was then founded in 2013, based on the principles of the Teaching School around sharing best practice.

We currently have over 7000 children in 21 Primary schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. We employ over 1100 staff and enjoy a high staff satisfaction rate. We like to think our values and ethos set us apart from other Trusts in that we have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus.

|  |  |  |  |
| --- | --- | --- | --- |
| School | LA | Date joined Transform | Current Ofsted grading |
| Allenton Community Primary | Derby | 1 January 2015 | Good ( October 2017) |
| Ashbrook Junior | Derbyshire | 1 September 2020 | Good ( April 2016) |
| Breadsall Hill Top Primary | Derby | 1 July 2017 | Good ( October 2021) |
| Brierley Forest Primary | Nottinghamshire | 1 October 2022 | Inadequate ( November 2021 |
| Brocklewood Primary | Nottingham | 1 January 2015 | Good (September 17) |
| Bulwell St Mary’s C of E Primary | Nottingham | 1 August 2016 | Good ( March 2019) |
| Burford Primary | Nottingham | 1 August 2016 | Good ( May 2019) |
| Edale Rise  Primary | Nottingham | 1 April 2014 | Good ( March 2017) |
| Highbank Primary | Nottingham | 1 October 2013 | Good ( June 2017) |
| Lawn Primary | Derby | 1 December 2019 | Outstanding ( April 2016) |
| Parkdale Primary | Nottinghamshire | 1 July 2018 | Good ( May 2014) |
| Pear Tree Community Junior | Derby | 1 July 2017 | Good ( November 2021) |
| Ravensdale Junior | Derby | 1 September 2019 | Good ( June 2017) |
| Robert Shaw Primary | Nottingham | 1 June 2017 | Good ( September 2021) |
| Rosslyn Park Primary | Nottingham | 1 January 2015 | Good ( November 2017) |
| Sneinton St Stephen’s C of E Primary | Nottingham | 1 January 2013 | Outstanding ( May 2011) |
| South Wilford Endowed C of E Primary | Nottingham | 1 January 2018 | Outstanding ( April 2008) |
| Whitegate Primary | Nottingham | 1 July 2017 | Good ( September 2021) |
| William Booth Primary | Nottingham | 1 June 2017 | Good ( April 2014) |
| Woodland View Primary | Nottinghamshire | 1 May 2023 | Requires Improvement (April 2019) |
| Zaytouna Primary | Derby | 1 September 2018 | Requires Improvement ( July 2019) |

Through our Trust, we offer unrivalled opportunities for professional development and networking, from specialist leadership support and mentoring for our Headteachers to bespoke CPD for teaching and support staff. This is through Transform’s unique and highly regarded CPD offer Transform Applied [www.transformapplied.co.uk](http://www.transformapplied.co.uk).

In 2021 the Teaching School model was changed nationally so although no longer a Teaching School we now work closely with Flying High Teaching School Hub. We are also strategic partners in East Midlands Maths Hub and Derby Research School. Our links with the Flying High Teaching School Hub, allows us to offer access to a comprehensive range of professional development, research and innovative programmes and networks from initial teacher training to Senior Leader development as well as special events designed to inspire and motivate.

We have cultivated a strong supportive environment for our schools that utilises the collective skills and knowledge of our independent-minded Headteachers and practitioners, enabling our schools to achieve high educational standards.

Centrally, we have a team of Governance, Safeguarding, Programme / Project, Finance and Human Resources specialists who ensure all the functions of the Trust operate effectively and efficiently. Each service area has an Executive Lead responsible for setting the strategy for improvement and development.

**Our Purpose**

To be an innovative and inclusive Trust working for all children.

**Our Vision**

As a Trust we are committed to transforming the lives of all of the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end, we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

**Our Values**

Our values are woven into all aspects of our organisation; its strategy, operations and provision, and are a clear and concise articulation of our purpose:

Respect,

Kindness,

Equality,

Creativity

**Key facts**

* We host a Children’s Parliament, Children’s Celebration, Sports and Arts festivals and work together to support children and families with SEND – we care passionately about the whole child.
* Our unique Trust Guardians group provides school support, guidance and challenge to ensure children are kept safe, attend, have equal access and their welfare promoted.
* We employ over 1100 staff and enjoy a high staff satisfaction rate. We recognise that our school leaders and teams are our most important resource and we value their work, passion and commitment. We recognise the importance of staff welfare and a managed workload, and the place that wellbeing plays in the recruitment and retention of staff.
* We don’t operate performance related pay for Main Pay Scale teachers- you will increment each September up to Main pay point 6 unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been addressed through support provided by the school by the conclusion of that process. Thereafter you must apply to move through threshold.
* Support staff increment each April up to the maximum point for their grade
* We undertake an annual staff survey plus termly shorter surveys to gather your views and make changes to help shape our Trust.
* We encourage staff to undertake training and development, and where appropriate, to explore new challenges within their own school or through opportunities for secondments or promotions to other schools within the Trust. Professional development is key to our success. We work closely with Flying High Teaching School Hub and other strategic partners to produce bespoke CPD.
* We encourage the sharing of good practice between schools and have set up Professional Learning Communities (network groups) and partnerships to support this. We have a well-developed secondment policy and system across the Trust that allows opportunities for people to develop their potential in a different role.
* Running through our core principles is the FED style of leadership (Future, Engage Deliver) and we work closely with the founder, Steve Radcliffe to deliver this.
* We are clear about our expectations of employees and offer a transparent and supportive working culture in return.
* We offer staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts, discounted gym/leisure membership at some local authority run leisure centres, free eye tests for those who use VDU equipment; we offered ‘flu jabs for staff this year and actively seek employee views on what they would like as part of an employee benefits package.
* We have a highly-skilled team that offer Trust schools tailored teaching and learning and leadership support. The team work directly with schools and facilitate collaborative planning and Continuing Professional Development (CPD) across the Trust through our high regarded CPD service www.transformapplied.co.uk.
* Our dedicated Trust Associates deliver a comprehensive annual calendar of over 40 high quality CPD programmes meeting the needs of our staff. These include coaching, reading specialist, TA workshops, mastery maths, early years leadership, curriculum development, NQTs and digital teach-meets.
* We have Lead Associates driving key strategic areas such as Equality, Diversity and Inclusion, Talent, Wellbeing and Early Career Teaching as well as a Lead Associate driving the development of Transform Applied.
* Access to apprenticeship levy funded training to enhance our CPD offering.
* Transform has trained over 100 new teachers through our School Direct partnership with the University of Nottingham. In 2019 we established School Direct Derby in partnership with the University of Derby.
* We also run ECT Programmes to nurture and develop our early career teachers working in partnership with Flying High Teaching School Hub.
* In 2017 we launched our Transform Enrichment Diploma (TED) which provides an age-related framework for enrichment to access a range of activities to develop skills, talents and character for all our pupils.

Access to our policies including child protection and safeguarding; health and safety; and recruitment and selection can be found on our website <https://www.transformtrust.co.uk/policies/>

Please also check out the policies on the school website for the role you are applying for.

**The Role**

**School: Zaytouna Primary, 500 London Road, Derby, DE24 8WH**

**Post Title: Teaching Assistant Level 4 (HLTA), full time, permanent**

**Grade: F point 20-24 £28,371-£31,099 FTE, actual salary £19,521-£21398.**

**Hours/weeks: 0.8 FTE 29.6 hours per week (Tuesday, Wednesday, Thursday and Friday)**

**term time only + 5 inset days**

**Reporting to: Headteacher**

Zaytouna Primary School is seeking to appoint a suitably qualified, experienced, highly motivated, and dedicated Level 4 Teaching Assistant (HLTA) to support teaching and learning in the classroom to maximise the participation of our children. The role will include working with the class teachers to create a stimulating learning environment through excellent classroom practice, plan and deliver intervention sessions for key groups of children and when required provide teacher and PPA cover, delivering high quality lessons following the planning given.

We warmly welcome applications from those who are passionate about making a real difference to the lives of children and thrives on challenging themselves and others to keep on improving. Our working relationships are positive, supportive and forward looking.

You will:

* Be an excellent Specialist/ Higher Level Teaching Assistant, who loves working with children
* be able to provide creative, inspiring and enriching learning opportunities;
* possess and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs
* be an enthusiastic classroom practitioner with a positive attitude and high expectations of pupils’ attainment and behaviour
* have high expectations of pupils’ achievements and a commitment to excellent standards;
* work well as part of a team
* be enthusiastic, energetic and committed to making learning exciting;
* have excellent communication skills with children and adults

In return we offer:

* A welcoming community and a highly motivated, professional staff team that are driven

towards continuously raising standards.

* Excellent professional development opportunities through an extensive range of network groups and other Transform Trust initiatives
* Calm and purposeful learning environments
* Friendly, polite, well behaved children who deserve the very best
* Excellent partnerships between pupils, staff, parents, governors and community
* A forward-thinking approach to teaching and learning throughout the school
* Career opportunities as part of a successful Multi Academy Trust

**Visits to our school are warmly welcomed, please contact the school office to arrange an appointment.**

**Job Description**

**Overall Purpose of Post**

To lead a team of teaching assistants under the overall direction of the Headteacher who will be responsible for policy and the educational programme and for matters of control and discipline within the appropriate Articles of Government.

To foster the participation of pupils in the social and academic processes of the school by recognising individual pupils’ needs and identifying and implementing appropriate responses;

Working independently, in accordance within guidelines, to encourage pupils to become more independent learners and help to raise the standard of achievement and attainment for all pupils.

To develop, plan, deliver and review learning activities for pupils in accordance with best practice and national guidelines.

To take responsibility for the planning and delivery of specified packages of work such as lesson planning, assessment or reporting.

To carry out specified duties with individuals, groups or classes under the direction of a qualified teacher in accordance with The Education (Specified Work & Registration) (England) Regulations 2003.

**Main Duties and Responsibilities**

You will be required to carry out the following duties.  The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle.  The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.  Specific responsibilities include:

• Plan, deliver and evaluate teaching and learning activities which, under direction of a teacher, meet the agreed objectives and personalised learning needs of pupils involved.

• Contribute to the planning and evaluation of teaching and learning activities by giving constructive and timely feedback and sharing own ideas on pupils’ learning needs and realistic ways of meeting these. Make suggestions for improvements and feed these changes into school review and development planning procedures.

• Contribute to the inclusion of all pupils by working with children and families to identify barriers to learning, taking steps to remove these and support participation in a full range of activities by developing individual plans to meet each individual’s needs.

• Encourage pupils to make their own decisions and take responsibility for their own learning by using appropriate strategies to challenge, motivate and sustain pupil’s interests and efforts in learning activities.

• Hold responsibility for a specialist area within school for which you will lead, keep abreast of developments and provide whole school staff training etc.

**SUPERVISION/MANAGEMENT OF STAFF**

• To manage and co-ordinate the work of Teaching Assistants at all levels within the school and contribute to the school performance management & development planning.

• Allocate work effectively amongst team members with clear objectives ensuring they are working to the required standards, by managing individuals’ performance and recognising positive contributions. Allow time to support team and encourage them to outline their needs etc.

• Provide and support team with regular opportunities to identify learning needs and development opportunities, to make the best use of their abilities.

**SPECIFIED WORK**

Post holder must also carry out specified work in order to assist or support the work of a qualified teacher in a school. This is an on going and regular requirement of the post and is an integral element of the role at this level. Specified work includes:

• Planning and preparing lessons and courses for pupils;

• Delivering lessons to pupils. This includes delivery via distance learning or computer aided techniques;

• Assessing the development, progress and attainment of pupils;

• Reporting on the development, progress and attainment of pupils.

**SUPPORT FOR THE PUPIL**

* Support learning activities for all pupils, being aware of stages of development, individual needs and giving positive encouragement and feedback to ensure pupils are reaching their full potential.
* Responsible for maintaining a safe learning environment, ensuring accidents and emergencies are dealt with in an appropriate manner and reported promptly according to procedures.
* Contribute to the safeguarding of all pupils in school by having an awareness of signs of abuse, an understanding of relevant procedure and protocol and ensuring any concerns are addressed.
* Build effective relationships and work in partnership with practitioners to respond to pupils needs as effectively as possible.
* Actively encourage family members’ participation in identifying pupils’ needs and involvement in school activities in order to establish a partnership approach towards the child/young person’s school life.
* Implement agreed behaviour management strategies to promote positive behaviour and support and encourage pupils to manage and take responsibility for their own behaviour
* Support children and young people through transitions that occur in their lives, enabling them manage them in a positive manner.
* Contribute to the personal and intimate care of pupils.
* To support pupils with behaviour, emotional and social development needs and report any issues to the appropriate senior member of staff .
* Provide support to pupils with sensory and/or physical needs to enable them to maximise learning
* Provide support to pupils where English is not their first language.
* Support learning activities for gifted and talented pupils.
* Support pupils in a specialist area eg ICT, Literacy, Numeracy

**SUPPORT FOR THE CURRICULUM**

* Undertake observations effectively in order to report on pupil performance accurately and contribute to the development of plans to promote learning.
* Plan and integrate ICT into learning activities, providing support to allow pupils to advance and stimulate their learning.

**SUPPORT FOR THE TEACHER**

* Contribute to maintaining detailed pupil records in an accurate and timely way, following relevant procedure and ensuring confidentiality at all times.
* Develop positive relationships with families, taking a partnership approach ensuring support is provided both at the school and at home and sharing information where appropriate.
* Escort and supervise pupils on educational visits and out of school activities
* To assist with writing and monitoring pupil plans reviewing and implementing interventions enabling pupils to understand and meet their targets.

**SUPPORT FOR THE SCHOOL**

* Work effectively with other practitioners by supporting their work and drawing on their expertise to support and develop working practices and procedures.
* Willingness to keep up to date with professional practice by maintaining an up to date understanding of the requirements of the role and individual responsibilities.

**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 Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as re    quired.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Post Holder Name

Signature

Date

**Person Specification**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| **Qualifications** | * Good standard of education especially with regard to literacy and numeracy skills. * GCSE Maths and English grade C or equivalent * Recognised Higher Level Teaching Assistant qualification | ✓  ✓  ✓ | ✓  ✓  ✓ |  |  | ✓  ✓  ✓ |
| **Knowledge** | * Knowledge and understanding of the statutory framework in subject areas and phases supported. * Knowledge of Teaching Assistants’ contribution to raising standards by the promotion of independent learning. * Knowledge of National Curriculum and how this is applied to planning, preparation and delivery of learning activities. * Knowledge and understanding of pupil assessment, progress, evaluation and reporting of attainment. * Knowledge of stages of child development and individual needs. * Knowledge of appropriate behaviour management practices * Knowledge of Health and Safety policies and procedures that contribute to the maintenance of pupil safety and security * Knowledge of safeguarding procedures and protocols. * Ability to use resources and materials including ICT software and equipment |  | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓    ✓ | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Experience** | * Experience of working within an education setting or equivalent. * Direct experience of working with pupils to raise attainment through personal intervention * Proven experience of working with children and young people, including children with individual needs and from a range of backgrounds. * Innovative use of resources and materials including ICT software and equipment * Relevant experience of building positive relationships with all stakeholders. * Understanding the role of parents/carers and the wider community in education * Ability to plan, prepare and deliver a lesson under direction of the teacher * Ability to collate and analyse complex pupil data to inform future planning * Experience of assisting with transition between phases both inside and outside school |  | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Skills/Abilities** | * Understanding and awareness of individual needs and ability to adjust communication methods accordingly. * Ability to lead and motivate a team, ensuring objectives are met * Well developed communication skills, both orally and in writing * Ability to contribute to the management of pupil behaviour * Ability to establish positive relationships with pupils, families, colleagues and outside agencies * Awareness of techniques necessary to support individual learning needs and development. * Initiative in dealing with day to day issues * Ability to contribute to the planning and delivery of learning activities * Skills to support the effective use of ICT in the classroom. * Ability to organise classroom resources * Contribute to maintaining pupil records. * Understanding and awareness of individual needs and ability to adjust communication methods accordingly * Ability to work under own initiative and as part of a wider team of education professionals |  | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ | ✓ | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Personal qualities** | * A diplomatic and patient approach * Efficient and meticulous in organisation * Commitment to inclusive education * Able to work flexibly, adopt a hands on approach and respond to unplanned situations * Ability to evaluate own development needs and those of others and to address them * Ability to work in accordance with the school’s policies including health and safety and safeguarding  policies |  | ✓  ✓  ✓  ✓  ✓  ✓ |  | ✓  ✓  ✓  ✓  ✓  ✓ |  |
| **Work Related Circumstances** | * Must be willing to undertake training as required * Must ensure confidentiality in respect of pupils and information. * Commitment to the highest standards of child protection and safeguarding * Recognition of the importance of personal responsibility for health and safety * Commitment to the Trust’s ethos, aims and whole community. |  | ✓  ✓  ✓  ✓  ✓ |  | ✓  ✓  ✓  ✓  ✓ |  |

|  |
| --- |
| **P: Pre-application      A: Application      T: Test      I: Interview      D: Documentary evidence** |

**7. How to Apply and Key Information**

Equality and diversity matters to us. If you think you’d be suited to this role we’d love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

**Equalities**

Transform Trust is a **Disability Confident Committed Employer** and we aim to ensure that our recruitment processes are inclusive and accessible.

We are committed to offering an interview to disabled people who meet the essential criteria as detailed in the person specification for the advertised role.

Shortlisting is based on the information you supply to support your application. Equal opportunity data is not shared with any member of the shortlisting panel prior to or during the selection process.

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act’s definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability, we will adjust the working arrangement and/or the working environment, provided it is reasonable in the circumstances to do so. To be protected by the Act an individual must therefore have:

• A long term physical or mental impairment (lasting or likely to last for 12 months or more); and

• A condition that has a substantial adverse impact on his/her ability to carry out normal day-to-day activities.

The schools Equality Policy can be found on their website.

**Flexible Working**

We are committed as a Trust to supporting all employee’s whether long standing, or new to Trust maintain a healthy and rewarding work / life balance. We have a Flexible Working policy that outlines our commitment and in addition, we are considering implementing the “Flex from 1” approach which is to allow an employee to request flexible working from their first day of employment.

**Right to work in the UK**

You must have the right to work in the UK to apply for any of our roles.

**Qualifications**

For certain roles such as Teachers you will need to hold the required qualifications to be considered. Please refer to the person specification for details of the qualifications required for this role.

**Safeguarding**

**Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children’s barred list clearance, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education**

**All school roles are classed as regulated activity and as such, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children**

All new Trust employees will be required to complete an **enhanced DBS with children’s barred list** check which must be in place before they can start in the role.

The position you are applying for gives you privileged access to vulnerable groups therefore, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you must disclose spent and unspent convictions other than those which are so “protected”. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on the filtering of “protected” convictions and cautions can be accessed on the Disclosure and Barring Service or the Ministry of Justice websites.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website https://www.gov.uk/government/organisations/ministry-of-justice.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in.

The Schools policies including Child Protection and Safeguarding are available on their website.

**Social Media checks**

In line with Government guidance, Keeping Children Safe in Education 2022, we are required to undertake on line searches/ social media checks on shortlisted candidates to identify any information, incident or issue that has happened, which is publicly available online, and that may affect your suitability to work with children or the reputation of the school if you were to be employed.

If you are shortlisted, you will be asked to complete a data consent and self-declaration form which will ask you to provide details of your social media accounts / details of how to find your profile(s) on the internet. Failure to provide us with the information to allow us to undertake such checks will result in withdrawal of the invitation to interview.

Any information found in the public domain that could affect your suitability to work with children or the reputation of the school will be discussed with you and may result in any offer of employment that has been made being withdrawn.

**References**

You must provide two suitable referees to be able to provide factual information about you for us to consider as part of the recruitment process:

* Your first referee **must** be your current employer ( or if you are not currently employed your most recent employer) and this needs to be completed by a senior person with appropriate authority (if your referee is school based then this should be the Headteacher)
* If you are not currently working with children but have done in the past, your second referee must be from an employer who can comment on your suitability to work with children.
* We do not accept open references ie “to whom it may concern”
* We only accept professional references and therefore cannot accept friends, relations, neighbours, work colleagues (unless they were your line manager and can advise on any disciplinary investigations) as named referees.
* Where possible please ensure one of your referees can comment on your suitability to work with children, this could be in a working or volunteering capacity (ie scout leader, class teacher if undertaken volunteering within a school, church/temple leader).

References will be called for before interview in line with our safer recruitment policy and will be sent electronically to the referees you name on your application form. Please ensure that you have contacted your referee to ask them to provide a reference and ensure that their email address that you include in the application form is correct.

**Completion of the Application Form**

All roles are advertised on the Transform Trust website which links through to HireRoad (previously known as Vacancy Filler) which is an online application portal.

<http://www.transformtrust.co.uk/vacancies>

Please complete the application form before the closing date which will be detailed in the about the role section above

Please ensure that you follow the guidance on providing satisfactory referees who can comment on your suitability for the role and for working with children. One of your referees must be your current or most recent employer.

You are required to provide details of all employment since finishing full time education and account for any gaps in employment such as unemployment, maternity leave, raising a family, travelling, volunteering etc. The vacancy filler system will highlight any periods that there are gaps and these will need to be completed before the application can be submitted.

You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out in the person specification. For those candidates who are invited to interview, this information will be explored further.

You are invited to complete and return the Equality and Diversity Monitoring section which forms part of the application form. The information on the form will be treated as confidential, and used for statistical purposes only. Those who are on the shortlisting panel will not have access to this information.

Any questions or queries about the role should be directed to the school details of which are included in the “about the role” section above. Any technical queries relating to the HireRoad system will be supported by a member of the support team, please contact the team by calling 01509 236434.

**Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children’s barred list clearance and completion of safeguarding children in education training**

**8. The Recruitment Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
* Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
* Where appropriate any documentation evidencing change of name

Documents confirming any educational or professional qualifications that are necessary or relevant for the post i.e. degree certificate, QTS certificate.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

You will also be asked to complete a self -declaration regarding your suitability to work with children and provide your consent to us holding certain data about you.

You will receive a letter or email with details of the interview process, what to prepare and what to expect i.e. teaching task, tasks relevant to the role and formal interview. All roles working in school will be subject to a formal interview as a minimum. 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 use of authority and maintaining discipline

Unfortunately, due to the high number of applications we receive, we are not able to provide feedback if you are not shortlisted. The HireRoad system will send you an automated email once your application form has been successfully submitted which will advise that should you not hear from us within 10 working days of the closing date then you should assume that you have not been shortlisted on this occasion. Please do not be disheartened- check over your application form and see whether you think you could have given more evidence to meet the experience and qualities we are looking for ready for the next role that we may advertise.

If you are seriously interested in working for Transform Trust then why don’t you register for job alerts on our vacancies page <http://www.transformtrust.co.uk/vacancies>. This will ensure that you receive email alerts as soon as role are advertised that fit your selected criteria

**9. Transform Trust Recruitment Privacy Notice**

As part of your application to join Transform Trust or a Trust member school, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process during your application process?**

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to, and including, shortlisting stage:

* Your name and contact details (i.e. address, home and mobile phone numbers, email address);
* Details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
* Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (which you can withhold if you wish and does not form any part of the recruitment process);
* Details of your referees;
* Whether you are related to any member of our workforce; and
* Details of any support or assistance you may need to assist you at the interview because of a disability.

Under GDPR the lawful bases we rely on for processing the above information is under Article 6(a), (b), (c) and (e) and for special data under Article 9 (a), (b) and (f).

**Following shortlisting stage, and prior to making a final decision**

* Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
* Confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
* Information regarding your criminal record (which should only be given under confidential cover);\*
* In line with Department for Education, Keeping Children Safe in Education safer recruitment requirements, information found from undertaking online and social media searches which is publicly available. This would be a check that considers safeguarding risks only and your

suitability to work with children. In addition, any accessible on-line information that may significantly harm the reputation of the School/Trust would also be reviewed. The search will be independently undertaken by someone not involved in the recruitment / selection process. \*

* Information via the DBS process which may be regarding your criminal record, stated in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), as well as whether you are barred from working in regulated activity;\*
* Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
* Medical check to indicate fitness to work;\*
* A copy of your UK Passport (or other appropriate right to work documentation as listed on the Home Office list);\*
* If you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers’ Services about your qualified teaching status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts). If you have taught abroad we will require letter of professional standing from the professional regulating authority in the country you taught;\*
* If you have lived abroad in the last 10 years we will require sight of an original overseas check ( such as a police clearance or certificate of good conduct) from all countries you have lived in;\*and
* Equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by Transform Trust, including in one of our schools, some of the information we collect will be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

**Where do we get information from during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (which will be provided directly by you), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process. For online /social media searches we will use common search engines, on-line tools and social media platforms

**Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with our legal obligations, carrying out tasks that are in the public interest, and taking the required steps with a view to entering into an employment contract with you.

This includes:

* To assess your suitability for the role you are applying for;
* To follow protocols before engaging in a contract with you;
* To check that you are eligible to work in the United Kingdom
* To check that you are not prohibited from teaching; and
* So that we are able to monitor applications for posts in Transform Trust to ensure that we are fulfilling our obligations under the public sector equality duty as part of the Equality Act 2010.

**How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful, then the duration will depend on the type of information that has been gathered.

For further detail please ask to see the appropriate section of our Information register which details our retention and storage of information.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

**Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and/or HR professionals.

**Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Jill Wilkinson, Transform Trust Data Protection Officer if employed centrally by the Trust: [dataprotection@transformtrust.co.uk](mailto:dataprotection@transformtrust.co.uk); or, if employed in one of our schools, the Headteacher who is the Data Controller for their school.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

* Object to the processing of their personal data;
* Have inaccurate or incomplete personal data about them rectified;
* Restrict processing of their personal data;
* Object to the making of decisions about them taken by automated means;
* Have your data transferred to another organisation; and
* Make a complaint for damage caused by a breach of their data protection rights.

If an individual wants to exercise any of these rights, then they should contact Jill Wilkinson on the contact details above. The law does not oblige the Trust and our schools to comply with all requests. If the Trust and/or school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Controller (Rachel Hannon) in the first instance, however an individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>

**Contact**

If you would like to discuss anything in this privacy notice, please contact Jill Wilkinson, or Rachel Hannon (HR Director for Transform Trust; [rachel.hannon@transformtrust.co.uk](mailto:rachel.hannon@transformtrust.co.uk)).

**10. Terms and Conditions**

We operate within the Burgundy (Teachers) and Green book (Support) national pay and conditions schemes in respect of sickness related absence, annual leave and family related leave (maternity, paternity leave and shared parental leave). Staff are encouraged to be members of a relevant Professional Association.

We operate a system of collective bargaining with Recognised Trade Unions which means we consult jointly with employee representatives on people policies and terms and conditions of employment. The Unions recognised by the Trust are as follows: NEU, NASUWT, UNISON, GMB, UNITE, NAHT and ASCL.

The Trust HR team meet with employee representative groups through a Trust JCC (Joint Consultative Committee). This joint dialogue about employee conditions of employment offers transparency and openness around any decisions that may impact on our employee’s.

As Trade Unions are recognised by the Trust your contract of employment indicates you are entitled and encouraged to join a Trade Union and also that this arrangement is in place.

Salary: F point 20-24 £28,371-£31,099 FTE, actual salary £19,521-£21,398

Place of work: Zaytouna Primary School, 500 London Road, Derby, DE24 8WH

Hours: part time 29.6 hours , term time + 5 inset days

Pension Local Government Pension Scheme

Employee Benefits: Employee Discount scheme

Flu Jabs

Salary Sacrifice Schemes eg. Cycle to Work

Discounted Leisure club membership for some Local Authority Leisure Centres

Right to work: The successful applicant will need to provide proof of the right to work in the UK before taking up the post

Safeguarding: The successful applicant must have a clear enhanced DBS with children’s barred list check in

place before starting the new position and complete level 2 safeguarding training on taking up the post.