



LIFE MULTI-ACADEMY TRUST CASUAL MINI BUS DRIVER With D1 Licence LEICESTER FOREST HUB SCHOOLS RECRUITMENT PACK

Casual Staff

15 hours per week, term time only (1.5 hours per morning & afternoon)

Grade 4 pay point 6

£11.88 per hour with rolled up-holiday pay (or £13.31 per hour with pro-rata holiday allowance)



i nspiration i nnovation i ntegrity

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Mini Bus Driver with D1 Licence

Casual Staff

Required from ASAP

**15 hours per week term time only (1.5 hours per morning & afternoon)
£11.88 per hour with rolled up-holiday pay (or £13.31 per hour with pro-rata
holiday allowance)**

Ignite Learning Centre is a new appropriate learning provision for National Forest Hub of LiFE Multi Academy Trust secondary students based at Ibstock School and Ivanhoe School. We are seeking to appoint a mini bus driver with D1 on driving licence to support the transportation of students to and from Ignite in the morning and at the end of the school day. You will be responsible for transporting students and ensuring their safety and wellbeing.

Ignite Learning Centre is a new on site for students who become disengaged with mainstream learning and aims to reignite their love and confidence of learning offering an academic and nurturing curriculum. We have one site at Ibstock School and one site at Willow House @ Ivanhoe School. We believe that offering this fresh start for students to have a positive experience, building positive relationships with adults who believe in them can be really powerful in re-engaging students.

Please visit our website <http://www.ibstockcollege.co.uk/content/vacancies.php> for an application pack, or for more information email jobs@ibstockcollege.co.uk

The closing date for completed applications is 9am Tuesday 17th September 2024

Interviews will take place during later that week

“LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.”

September 2024

Dear Applicant

Mini Bus Driver

Thank you for your interest in the above post.

Ignite Learning Centre is a new appropriate learning provision for National Forest Hub of LiFE Multi Academy Trust secondary students based at Ibstock School and Ivanhoe School. We are seeking to appoint a mini bus driver with D1 on driving licence to support the transportation of students to and from Ignite in the morning and at the end of the school day. You will be responsible for transporting students and ensuring their safety and wellbeing.

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Ignite and our schools are welcoming and friendly places to work.

The following information is included in this pack:

- Job Profile and Personnel Specification; an application form can be downloaded from our website; and details of our most recent Ofsted report can be found on our website or Ofsted's.

If you are interested in applying for our post, please complete the following:

- Application form

The job description and personnel specification indicates the specific skills and qualities we are looking for.

Your application should be sent to jobs@ibstockcollege.co.uk, the closing date for completed applications is 9am, Tuesday 17th September 2024 Interviews will take place during later that week.

I look forward to receiving your application.

Yours sincerely

Mrs Becky Harbour

Director of Appropriate Provisions

Job Profile & Personnel Specification

Role **Minibus Driver with D1 on Licence**

<p>Job Purpose</p>	<ol style="list-style-type: none"> 1. Drive the minibus to transport students and staff in accordance with the Rules and Regulations of the Highway Code and in accordance with good practice provided by the County Council's Code of Practice No 14 'Policy on Driving on Local Authority Business' to maintain student, staff and public safety whilst on the highway. 2. Provide basic maintenance of the minibus e.g. oil levels, cleaning of vehicle to maintain basic working order and prevent unnecessary deterioration of the vehicle
<p>Responsible to</p>	<p>Ignite Learning Centre coordinator</p>
<p>Grade (including hours and weeks worked)</p>	<p>Grade 4, pay point 6 £11.88 per hour with rolled up-holiday pay (or £13.31 per hour with pro-rata holiday allowance)</p> <p>15 hours per week term time only (1.5 hours per morning & afternoon)</p>
<p>The activities and responsibilities listed below are examples of the type of tasks that are expected of the post holder.</p>	
<p>Roles and responsibilities</p>	<ul style="list-style-type: none"> ● Drive the minibus in accordance with the Regulations of the Highway Code, County Council's Code of Practice for minibus drivers and training provided to maintain student, staff and public safety whilst on the highway. ● Provide daily visual checks and basic maintenance for the vehicles as required. ● Report any vehicle defects, faults, incidents and accidents. ● Be responsible for the cleanliness of vehicle inside and out and ensuring the vehicle is in a clean and roadworthy condition before and after use. ● Refuel vehicle as required. ● Maintain accurate records of vehicle usage.



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	<ul style="list-style-type: none"> ● Maintain and help to promote a good company image e.g. working attire should be worn at all times and kept in a clean and tidy condition. ● Work within Health and Safety guidelines, fire regulations and other County and Academy policies that may be issued from time to time. ● Undertake any other associated duties as required by the manager e.g. collection or delivery of equipment as required.
Training	<ul style="list-style-type: none"> ● Attend regular training courses as identified and agreed e.g. Minibus Driver Awareness Scheme (MiDAS) training ● First Aid at Work
	This post will be subject to an enhanced DBS disclosure

Values and Attitudes	
Essential	<ul style="list-style-type: none"> ● Clean Driving licence ● Experience of driving a large vehicle, preferably an LGV ● Pleasant approachable personality ● An ability to communicate with a range of people ● Patient manner ● Ability to work on own initiative and as part of a team ● Reliable and trustworthy ● Honest, sense of responsibility and confidentiality ● Flexible approach to working arrangements ● Willing to undertake training as appropriate
Desirable	<ul style="list-style-type: none"> ● Experience of working with young people
Experience, Skills and Knowledge	



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Essential	<ul style="list-style-type: none">● Hold a current, clean and valid driving licence D1 unrestricted or a PCV Licence, D1 restricted (car licence obtained prior to 01/01/1997) considered● Be 25+ (for insurance purposes)● Capability to maintain accurate vehicle and user records● Competent to undertake daily and weekly vehicle checks and carry out basic maintenance
Desirable	<ul style="list-style-type: none">● Midas trained● PCV licence holder

The Application Process

Completed application forms should be returned to jobs@ibstockcollege.co.uk by 9am on **Monday 17th September 2024**. They should be marked for the attention of Mrs Rebecca Harbour, Director of Appropriate Provisions.

Queries

If you have any queries on any aspect of the application or need additional information, please contact Mrs Rebecca Harbour at rharbour@lifemultiacademytrust.org.uk

There is more information available on the following websites: -

<https://www.lifemultiacademytrust.org.uk>

Thank you

Please note that we will only consider applications from candidates if they have completed the Trust application form, CV's will not be considered.

Bringing Learning to LiFE

Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools. Our lead school is Bosworth Academy with the other schools in the Trust being Ashby School, Braunstone Frith Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock Community College, Ivanhoe School and the The Winstanley School.

Our offer for all staff joining the LiFE Multi-Academy Trust and our schools

Professional Capital: *‘we believe in getting the right people, getting them to work together and getting them to stay’*

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> providing employees with a safe, healthy and supportive environment in which to work recognising that the health and wellbeing of our employees is important providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to ‘Mindful Employer’ and the ‘Charter for Employers who are Positive about Mental Health’.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages, discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.



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<p>Presumed Professionalism</p>	<p>We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.</p>
<p>Development of Professional Capital and Excellence</p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> The National Professional Qualification for Senior Leadership (NPQSL) The National Professional Qualification for Headship (NPQH) The National Professional Qualification for Middle Leadership (NPQML) The Outstanding Teacher Programme (OTP) Initial Teacher Training (ITT) <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are lead by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>
<p>Great Access to Progression and Leadership Responsibility</p>	<p>Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.</p>



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<p>Collaboration Across all Schools</p>	<p>We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.</p>
<p>Sabbatical and Flexible Working Policies</p>	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
<p>Strong Induction Process</p>	<p>It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.</p>
<p>ECT Support</p>	<p>Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.</p>
<p>3D Networks</p>	<p>3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.</p>
<p>Attendance of Staff</p>	<p>Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.</p>

We are always looking for highly quality teachers and support staff who buy into our values across the LIFE Multi Academy Trust and our school