



**Acorn  
Multi Academy  
Trust**

**Application Pack**  
**CLASSROOM TEACHER**  
**PERMANENT**  
**Membury Primary Academy**



## **Contents**

Introduction from Andrea Rice, CEO & Executive Head

About Acorn Multi Academy Trust

Advertisement

Job Description

Person Specification

Additional Information

Recruitment Privacy Notice

# Introduction from Andrea Rice, CEO & Executive Head



On behalf of the Acorn Multi Academy Trust, I would like to thank you for your interest in joining our Trust. I hope you find this information pack helpful in finding out a bit more about the Trust.

We are seven schools working together to strive for excellence in all we do. We have a clear focus on school improvement to ensure all of the children achieve the best possible outcomes in all areas of school life.

All of the schools are located in East Devon and West Dorset, on the boundaries of Devon, Dorset and Somerset, and mainly in rural, village settings.

The schools are:

**Mrs Ethelston's CE Primary Academy, Uplyme**

**St Andrew's CE Primary Academy, Chardstock**

**Axminster Community Primary Academy**

**Marshwood CE Primary Academy**

**Membury Primary Academy**

**Loders CE Primary Academy**

**Thorncombe St Mary's CE Primary Academy, Thorncombe**

I hope this information pack answers some of the questions you may have about joining our Trust, however, there will be areas for which further detail is needed. Please feel free to contact us to ask the appropriate questions, or check our website: <https://www.acornacademy.org/>

I hope that once you have read this information you feel inspired and look forward to being part of our exciting organisation.

***Andrea Rice***

***CEO & Executive Head***

# About Acorn Multi Academy Trust

The Acorn MAT (AMAT) was established in 2014 as a group of four schools in a couple rural villages and small market towns on the borders of East Devon and West Dorset. The Trust is now a mixed MAT of seven church and community primary schools which work in formal collaboration to improve outcomes for all the children in the Trust (see the table below).

We share a common set of values and a desire to work together to provide high quality education for the children in our communities. Through being a group, we can offer more to both staff and young people than any school could offer alone.

Acorn Multi Academy Trust believes passionately that children are most likely to learn best when they are happy, safe and engaged in their learning. All children have a right to a quality education regardless of background or ability, and have an entitlement to the opportunity of a secure progression route in their learning and development.

We believe schools are stronger when they work in collaboration; operating within a 'family' of schools at the heart of their local communities. We grow the effectiveness and sustainability of our schools by developing the people within them and believe that through shared and equitable responsibility for quality and outcomes, we achieve more.

Each of our schools provides a broad, rich and exciting curriculum which places personal and social development, as well as health and well-being on a par with academic achievement and prepares our young people for the next stage of their learning.

We provide a supportive and collaborative environment so that each school, staff member and pupil can learn from each other and benefit from opportunities to develop and progress. At the same time, the ethos and distinctive identity of all our schools is celebrated, respected and actively promoted. We make it a priority to provide our staff with excellent professional support and development.

Our central team, based in Axminster, provides a range of services for all our schools, including finance & procurement, HR, governance, premises and health & safety management. This practical, easy to access support minimises in-school administration and maximises the potential for our managers to lead their schools effectively and focus on their core task of teaching and learning.

School	Number on roll	Location	Number of Teachers
<b>Mrs Ethelston's CE Primary Academy,</b>	190	Uplyme	9
<b>St Andrew's CE Primary Academy,</b>	99	Chardstock	6
<b>Axminster Community Primary Academy</b>	281	Axminster	10
<b>Marshwood CE Primary Academy</b>	55	Marshwood	5
<b>Membury Primary Academy</b>	12	Membury	3
<b>Loders CE Primary Academy</b>	62	Loders	5
<b>St Mary's CE Primary Academy</b>	36	Thorncombe	3

# Advertisement

(JN132)

**Vacancy:** Classroom Teacher - Reception & Key Stage 1

**Tenure:** full time

**Pay Scale:** MPS Level 1 - 6

**Appointment Type:** permanent

**Start Date:** 2 January 2024

**Closing date:** midday on 4 December 2023

**Interview date:** tbc

**To apply for this role please visit:** [jobs.acornacademy.org](https://jobs.acornacademy.org)

The Acorn Multi Academy Trust (AMAT) has 7 schools in East Devon and West Dorset, including Membury Primary Academy. (Please see our website: [www.acornacademy.org](https://www.acornacademy.org))

Membury Primary Academy is a very small primary school based in rural East Devon with only two classes. The post is for a class covering the whole of Reception and Key Stage 1. We have very small classes where relationships and individual teaching are paramount.

We are looking for a committed and passionate teacher, who can help our children achieve their potential and develop into well-rounded young people. If you are an inspirational, dynamic teacher, we welcome you to apply to be part of our successful and hard-working team.

The successful candidate will:

- Be passionate about learning and able to encourage every child to enjoy and achieve highly in all aspects of school life.
- Have proven commitment to raising standards through excellent teaching and learning.
- Be able to work effectively as part of a team and contribute to the whole school community.

In return, we can offer you:

- Warm, enthusiastic and friendly children.
- A committed and supportive staff team.
- Excellent professional development through the Acorn Multi Academy Trust.

An informal discussion about this post is encouraged and highly recommended; and we would also welcome a visit to the school. Please contact Heidi Wickens, Head of School on 01404 881491

Acorn Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. A DBS disclosure, as well as two satisfactory references and an online check of publicly available information are required for this post.

# Job Description

## Class Teacher

Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

### Part One: Teaching

#### A teacher must:

##### Set high expectations which inspire, motivate and challenge pupils

- establish a safe and stimulating environment for pupils, rooted in mutual respect
- set goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.

##### Promote good progress and outcomes by pupils

- be accountable for pupils' attainment, progress and outcomes
- be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these
- guide pupils to reflect on the progress they have made and their emerging needs
- demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- encourage pupils to take a responsible and conscientious attitude to their own work and study.

##### Demonstrate good subject and curriculum knowledge

- have a secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings
- demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship
- demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teacher's specialist subject
- if teaching early reading, demonstrate a clear understanding of systematic synthetic phonics
- if teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

##### Plan and teach well-structured lessons

- impart knowledge and develop understanding through effective use of lesson time
- promote a love of learning and children's intellectual curiosity
- set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired
- reflect systematically on the effectiveness of lessons and approaches to teaching
- contribute to the design and provision of an engaging curriculum within the relevant subject area(s).

**Adapt teaching to respond to the strengths and needs of all pupils**

- know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these
- demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.

**Make accurate and productive use of assessment**

- know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements
- make use of formative and summative assessment to secure pupils' progress
- use relevant data to monitor progress, set targets, and plan subsequent lessons
- give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.

**Manage behaviour effectively to ensure a good and safe learning environment**

- have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them
- maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
- 

**Fulfil wider professional responsibilities**

- make a positive contribution to the wider life and ethos of the school
- develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- deploy support staff effectively
- take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues
- communicate effectively with parents with regard to pupils' achievements and well-being.

**Part Two: Personal and professional conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a teacher's career.

- Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by:
- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position



- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- Showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Teachers must have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality.
- Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

*'The Acorn Multi Academy Trust*

*is committed to safeguarding and promoting the wellbeing of all children, and expects all staff and volunteers to share this commitment.'*

Appointments are made subject to a satisfactory Enhanced Disclosure and Barring Service (DBS)

### **Personal Qualities (Emotional Intelligence):**

#### **Self-awareness Social awareness**

Emotional self-awareness Empathy

Accurate self-assessment Organisational Awareness Self-confidence

#### **Self-management Relationship management**

Emotional self-control Developing others

Transparency Inspirational leadership

Adaptability Change catalyst

Achievement orientation Influence

Initiative Conflict management

Optimism Teamwork and collaboration

#### **Safeguarding**

Awareness of safeguarding policies and procedures

Awareness of child protection policies and procedures

Sensitivity to child and family needs

Well developed sense of empathy

Well developed communication skills

# Additional Information

## Application Process

Applications will only be accepted from candidates completing the Acorn Multi Academy Trust Application Form. Please complete ALL sections that are relevant to you as clearly and fully as possible. A CV on its own will not be accepted in place of a completed Application Form.

Because of the large volume of applications we receive, it is not possible to reply to unsuccessful applicants. If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful in securing an interview on this occasion. However, please do not let this dissuade you from applying for future vacancies should they arise.

The Job Description describes the role and responsibilities of the job. It will give the main purpose of the job and will list the tasks and duties which you will have to perform if you are appointed. The Person Specification tells you what skills, knowledge and experience the person ideally has to be able to do the job. The Person Specification lists these requirements in terms of 'Essential' and 'Desirable' criteria.

Your application will form the main source of information used to decide whether you will be selected for further consideration. You should demonstrate that you meet all of the essential criteria, so do make sure that you clearly show how you meet each item. The decision on who to invite to interview will be made by comparing what you put on your application with what we have asked for in the Person Specification.

## Submission of application forms

Online at [jobs.acornacademy.org](https://jobs.acornacademy.org)

## Interview Process

References will be requested for all candidates shortlisted for interview prior to interview. Any relevant issues arising from references will be taken up at the interview.

If you submit your application electronically, you will be asked to sign the declaration on the application form at the interview.

If you are invited to interview, you will need to bring the following paperwork:

**Original** qualification certificates (if applicable)

**Original** current/valid proof of photo identity i.e passport or driving licence

## Notification of result of the interview

You will be notified of the result of your interview within a couple of days. If you are the preferred applicant for the position, you will then be required to complete a number of onboarding forms and processes.

**Email:** A Trust email address will be set up for you and you will then use this for all your onboarding.

**DBS:** you will be required to complete an online DBS application, even if you already have a DBS certificate as each organisation/role requires you to have a separate DBS certificate.

**Online checks:** In accordance with our statutory obligations under Keeping Children Safe in Education the Trust is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the Trust might want to explore with you further.

We carry out these searches using a trusted third party (Social Media Checks). We will send you a link to Social Media Checks to their website for the search to be carried out on publicly available information.

If you would like to inform us of anything that might come to light when we perform this search, please contact Personnel ([personnel@acornacademy.org](mailto:personnel@acornacademy.org)) or 01297 800250.

**Training:** We ask you to complete several training courses online before you start as part of your induction including safeguarding and data protection. The link to the training provider will be sent to you.

**Health check:** Our pre-employment health questionnaire and assessment is provided by Medigold Health. Depending on the outcome of your questionnaire, Medigold Health may ask you to provide some further information to them and if necessary, they will provide us with details of how best to support you in the workplace (Medigold does not share confidential information with us).

Please do not hesitate to contact the Personnel Department on 01297 800250 or by email: [personnel@acornacademy.org](mailto:personnel@acornacademy.org) if you require any additional information or have any questions.

# Recruitment Privacy Notice

## Policy Statement

We are Acorn Multi Academy Trust (The Trust). As part of your application to join us, 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 an individual’s 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;
- 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.

*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 via the interview and DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), 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 driving licence (or other appropriate 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 teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data;
- Information gathered as part of online searches which is available publicly.

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 us, the information we collect may 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 (details of whom you will have provided), your education provider, publicly available online search engines and social media, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

### **Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking 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 take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching;
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010; and

- To check that there are no comments, images or other content which could cause reputational damage to the Trust and/or give rise to a safeguarding concern.

### **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 how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

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 or HR advisors. Only information relevant to potential reputational damage and/or safeguarding concerns obtained from the online search will be passed to those managing the shortlisting process.

### **International Transfers**

We do not transfer your data outside the European Economic Area ("EEA"). If in future we do need to transfer your data outside the EEA, we will only do so if adequate protection measures are in place in compliance with data protection legislation.

### **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:

Sarah Elliott – Data Protection Officer

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
- Claim compensation 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 [gdpr@acornacademy.org](mailto:gdpr@acornacademy.org). The law does not oblige the school to comply with all requests. If the 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 Protection Officer 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:

Acorn Multi Academy Trust  
The Hub Office  
The Old Tool Office  
Axminster  
Devon  
EX13 5EB