



Whitefield
Academy Trust

RECRUITMENT PACK





Whitefield Academy Trust

Enjoyment, achievement and wellbeing for all

About Whitefield Academy Trust

With an ethos based on enjoyment, achievement and wellbeing for all, **Whitefield Academy Trust** seeks to open up the world for children and young people with SEND. Located in Waltham Forest, the Trust comprises **Joseph Clarke School** (for children with vision impairment and /or additional needs), **Whitefield School** (for pupils with complex needs including autism, learning difficulties and sensory and physical impairments), **Professional Development Services** and the highly successful **Project SEARCH East London**.

We are expert in serving children and young people with SEND and giving them the tools, skills and confidence to move on to the next stages of their education and lives.

Our Mission

Our mission is to enable children and young people to flourish, lead independent and fulfilling lives, and make a positive impact on the world. We do this by providing them with opportunities, through the highest standards of specialist education, care and support, in partnership with the wider community.

Our Education Charter

We are a 'learning organisation' that constantly strives to improve. In all our work we commit to:

Promoting the safety, welfare and happiness of our children and young people through:

- Ensuring the right policies and practices are in place to keep our children and young people safe;
- Making sure everyone is responsible for safeguarding and equipped with the skills and knowledge to do this;
- Making every day a positive, safe and meaningful learning experience for children, young people and staff.
- Developing and using evidence-based trauma informed practices in our work.

Providing enjoyable, high-quality holistic learning opportunities through:

- Providing a curriculum and enrichment so our children and young people gain knowledge and skills to meet their needs alongside developing their love of learning;
- Placing strong emphasis on language, communication, personal and social development;
- Providing positive approaches to behaviour and therapeutic support that enables the children and young peoples' access to learning and quality of life;
- Nurturing and celebrating each child and young person's individual abilities and talents;
- Offering a range of recognised, reputable qualifications and pathways enabling pupils to progress successfully to their next stage in education, training, employment or placement;
- Giving children and young people the best technology to assist them in their learning and lives.





Acting as strong advocates for special needs, positively influencing education policy and practices through:

- Championing the valuable contribution people with special needs make to society;
- Empowering our young people to be advocates for their abilities and talents;
- Sharing our specialist expertise through our outreach services, contributing to national policy, other schools, trusts and organisations including the Police, transport operators and employers.

Allowing everyone to thrive through:

- Providing parents and carers with tools to support their child's learning and welfare;
- Enabling our schools and services to retain their own identity and specialism whilst benefiting from our excellent centralised functions to lead and manage human resources, finance, estates, premises and IT;
- Expert governance provided by dedicated trustees to provide support and challenge to enable our trust's continuous improvement;
- Sustaining strong partnerships with our host and commissioning local authorities, helping them to successfully meet the needs of their local communities.

Our Values

Our organisational values have been created through a wide range of engagement activities with staff across our trust. They are integrated into our day to day work with our children and young people, stakeholders, all forms of communication, our staff recruitment, induction, performance and professional development.

	Respect	Ambition	Integrity	Compassion	Collaboration
BEHAVIOURS	<ul style="list-style-type: none"> • I take time to listen carefully • I think about the impact of my actions • I value everyone and what they have to offer • I treat others fairly • I express my gratitude and celebrate success 	<ul style="list-style-type: none"> • I help every pupil succeed • I hold high expectations of myself and others • I seek ways to learn and improve • I think creatively and aim to innovate • I overcome adversity, seeking support as needed 	<ul style="list-style-type: none"> • I am open and honest • I am trustworthy • I do the right thing, at the right time, in the right way, even if it's hard to do so • I am reliable and dependable • I do what I say I will do 	<ul style="list-style-type: none"> • I am kind and thoughtful • I keep our pupils safe and secure • I make sure pupils are at the heart of my decisions • I value others and show empathy • I support the wellbeing of others 	<ul style="list-style-type: none"> • I know we are stronger together • I work with parents, and carers to support their child • I go the extra mile for my colleagues • I collaborate with other professionals and organisations • I am able to work as part of a team

Why join Whitefield Academy Trust?

Just as we seek to give our pupils a fantastic school experience, we want every member of our team to find being part of Whitefield Academy Trust a fulfilling and enjoyable experience. Whatever their role, we are committed to supporting each team member and giving them every opportunity to progress their careers across our schools and services.





It's not always an easy job, but it offers huge job satisfaction. You'll be part of a supportive team and we'll teach you how. The Trust is noted for its staff training and professional development. There are opportunities to progress in your career through our internal progression scheme.

We are proud to offer:

- A wide-ranging and high-quality CPD programme which can be tailored around each team member's unique skills and career aspirations;
- A welcoming and inspiring working environment in which colleagues look out for and support one another;
- Opportunities to share best practice and ideas with colleagues across the Trust;
- Wellbeing support mechanisms including practical and emotional support through our Employee Assistance Programme;
- A competitive Local Government or Teachers' Pension Scheme, with defined benefits;
- Very generous annual leave allowances;
- Recognition of continuous service with Local Authorities and other Academy Trusts for various employment entitlements;
- Refer a Friend to Work Scheme and earn £300;
- Cycle to Work Scheme;
- Electric Vehicle (EV) Lease Scheme;
- Interest Free Travel Season Ticket Loan;
- Eyecare Vouchers;
- Flexible Working;
- Discounted Gym Membership;
- Staff Recognition Awards;
- Free Vaccinations;
- Mentoring scheme.

But, above all, working at Whitefield Academy Trust is a highly rewarding and satisfying experience. Thanks to the commitment, energy and determination of our staff, all of our children and young people make fantastic progress during their time with us. Watching their progress and working alongside families is immensely satisfying and, as a Trust, we take every opportunity to recognise and celebrate the important role our staff play in transforming the lives of our children and young people.

Equality, diversity and inclusion

Whitefield Academy Trust is working towards improving the diversity of the governance and leadership of the Trust, and the experience for our staff from diverse backgrounds. We are keen to hear from all candidates with the appropriate experience who feel they can make a real contribution to our Trust. If you can bring a fresh perspective to the challenges we face whether through your background as someone from an ethnic minority or you live with a disability (visible or not), are open about your faith, religion or belief or about being LGBTQ+, your application will receive a warm welcome. As will applications from all suitable candidates.

Our Trust is committed to tackle inequalities in the workplace and this means that we aim:

- to build a workforce at all levels which reflects our community;
- to treat all staff equally, fairly and with respect, whatever their role and whether temporary, part-time or full-time;





- to create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all;
- to ensure that individual differences and the contributions of all staff are recognised and valued;
- to ensure that all staff have access to high quality professional development which meets their needs;
- to ensure that all staff have opportunities to progress in their career, with decisions based on merit
- to oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities.

Accessibility

This recruitment pack can be made available in a more accessible format by contacting:

- HR@whitefieldacademytrust.org.uk.

The following formats are available:

- Braille
- Larger font size
- Wider spacing
- Off-white background
- Without graphics/images

About You

We are looking for candidates who:

- Have values that align with our values;
- Are team players;
- Are committed and willing to go the extra mile.

Find out more

To apply, please request an application form from Ellie Field at whitefieldacademytrust@hays.com or call Ellie on 020 7259 8770 for more information. Your application is a direct permanent application to our Trust (not through an agency), Hays is our recruitment partner for all permanent appointments.

Closing date: Tuesday 14th March 2023

Interview date: w/c 20th March 2023

Whitefield Academy Trust <https://www.whitefieldacademytrust.org.uk/>

Joseph Clarke School <https://www.josephclarkeschool.org.uk/>

Whitefield School <https://www.whitefieldschool.org.uk/>

Professional Development and Outreach Services <https://www.whitefieldpds.org.uk/>





JOB PROFILE

Job title: Teacher
Responsible to: Principal
Salary / Grade: M1-UPS3 plus 1 SEN point

Working hours / weeks: 32.5 hours/52.14 weeks

- Core purpose**
- Planning, preparing and implementing learning activities so that children and young people enjoy learning, achieve their full potential and experience a sense of wellbeing
 - Creating a positive learning environment as set out in the school's 'Positive Behaviour for Learning Manifesto'
 - Leading a class team to provide outstanding teaching and learning for all children and young people
 - Assessing, recording and reporting progress for children and young people within the class
 - Preparing for and contributing to Person Centred Reviews
 - Working in partnership with parents, colleagues and other professionals to achieve the best possible outcomes for children and young people

Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Safeguarding, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To uphold our commitment to safeguarding and to promote the wellbeing of children.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

Key responsibilities:

Teaching and Learning

- Plan and implement appropriate teaching and learning activities to address challenging learning objectives in all areas of the curriculum, appropriately differentiated to meet the needs of all children and young people in the class;
- Work within the Trust's Positive Behaviour Policy to improve the quality of children and young people's lives, to establish appropriate behaviour for learning and to help them work with other people;





- Support children and young people to experience positive wellbeing through appropriate learning and leisure activities and by creating a supportive ethos within the class;
- Establish productive working relationships with children and young people, acting as a role model and setting high expectations;
- Direct and support other members of the team so that they develop and use their skills to provide a rich curriculum and a positive learning experience for all children and young people in the class;
- Support and oversee inclusion for children and young people through experiences in other schools, colleges and work experience schemes;
- Plan and lead educational visits, including residential visits, as appropriate to the needs and interests of the children and young people in the class;
- Work with other members of the team to create classroom and corridor displays which celebrate progress and support learning.

Assessment, Target Setting and Recording Progress

- Provide feedback to children and young people in relation to progress and achievement and support them, where they can, to assess their own learning;
- Maintain objective and accurate records and reports on achievement, progress and other matters, collating appropriate evidence and entering data into the school systems;
- Prepare for Person Centred Reviews and contribute to them so that achievements are celebrated and key issues discussed;

Partnership Working

- Support the role of parents in learning by sharing information with them in meetings or through written communication and by taking account of their views in planning and teaching;
- Liaise with other professionals to design and implement learning programmes for individuals and to ensure a rich and varied curriculum;
- Make referrals to other professionals where appropriate, in discussion with the Head of School;
- Represent the school at external meetings as requested by the Principal

Personal Development and School Improvement

- Take an active part in training and other development opportunities and apply what is learnt to improve teaching and learning;
- Participate in the Trust's Appraisal process;
- Contribute to training and development for colleagues, including supporting members of the team





- Take responsibility within a named area of the curriculum as directed by the Principal – for example co-ordinating resources, identifying training opportunities or planning enrichment activities within the named area;
- Contribute to focus groups and other means of reviewing and improving the curriculum;
- Attend meetings called by the school

Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and young adults and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

Whitefield Academy Trust is uncompromising in its commitment to safeguarding children and young people.

The Trust is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit, ensuring best practice in our recruitment process is essential to our commitment.





PERSON SPECIFICATION

Role: Teacher	E/D	A	I
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Qualifications & Training

1	Honours degree and QTS	E		
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Experience

2	Evidence of understanding of key issues within SEN	E		
3	Evidence of continuous professional development	E		
4	Evidence of professional development in issues related to SEN	D		
5	Experience of leading a class team	D		
6	Experience of working with other professionals	D		

Knowledge & Understanding

7	Knowledge of safeguarding and child protection	E		
8	Knowledge of positive approaches to managing behaviour	E		
9	Knowledge of the SEN code of practice	D		
10	Knowledge of approaches to SEN	D		
11	Good subject and curriculum knowledge, including an understanding of issues for pupils and young people with SEN	D		

Skills & Abilities

12	Effective communication skills in writing and speech	E		
13	Emotionally resilient	E		
14	Able to work to a deadline	E		

Personal Attributes

15	Excellent relationships with colleagues	E	✓	✓
16	Commitment to continued professional development	E	✓	✓





Other

17	Willingness to teach outside current age/stage/Curriculum	E		
18	Commitment to the positive behaviour manifesto	E		
19	Commitment to excellence	E		
20	A commitment to uphold and promote equality, diversity and inclusion	E	✓	✓
21	An absolute commitment to all aspects of safeguarding as relevant to the post	E	✓	✓
22	A commitment to achieving the best possible opportunities for children and young people with SEN	E	✓	✓

Key:

E	Essential
D	Desirable
A	Assessed by Application Form
I	Assessed by Interview

Date: 10th February 2023

