



The  
**Balcarras  
Trust**

# Balcarras School



**Applicant Pack**



The Balcarras Trust came into existence on December 1<sup>st</sup> 2020. We are a Multi Academy Trust based in Gloucestershire. Prior to this the company (Balcarras School) was a Single Academy Trust.

**The Mission Statement of The Balcarras Trust:**

The Balcarras Trust is committed to delivering outstanding inclusive, comprehensive education in each of its schools. Every child within the Trust will be expected, encouraged and supported to reach their full potential and, when they leave school, to be fully equipped to go on to be successful in the next phase of their lives.

The Trust will establish and maintain high standards of teaching, pastoral care and behaviour in its schools. No child will be “left behind.” There will be excellent opportunities for extra-curricular activities.

Each member of staff in the Trust’s schools will be an excellent role model and will play their part in ensuring that each school in the Trust will have its own special ethos. Students will feel proud of their school.



Balcarras is a co-educational 11-18 comprehensive school situated in Charlton Kings on the Eastern side of Cheltenham. Consistently rated outstanding by Ofsted, it has also been recognised by The Sunday Times as the highest performing comprehensive school in the Southwest. Balcarras’s performance at A level and GCSE is amongst the highest for any school in the country.





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**Currently there are two schools in the Trust:**

**Balcarras:** an 11-18 coeducational academy with 1402 pupils on roll. Consistently rated outstanding by Ofsted, the school secures superb outcomes at both GCSE and A level. Recently the school was awarded the Sunday Times Southwest State School of the Decade Award. The school is led by Dominic Burke (Headteacher) who combines this role with CEO of the Trust. Balcarras is the lead school in the GLOW Maths Hub and the Balcarras Teaching School Partnership. Balcarras is located in Charlton Kings and is currently where the Trust's registered office is located.

**The High School Leckhampton:** a brand new 11-16 coeducational comprehensive academy with an eventual capacity of 900. The school opened in September 2021 initially on the Balcarras site. It transferred to its own purpose built accommodation in September 2022. It now occupies a beautiful campus at Farm Lane in Leckhampton. This facility cost £35 million and is state of the art. The school is led by Helen Wood and has for the first two years of its existence been oversubscribed.

**In addition the Trust has a wider role as a system leader:**

**Outreach work:** The Balcarras Trust is a leading provider of professional development for educators. The Trust runs the GLOW Maths Hub which is responsible for leading maths education in this region. GLOW has an annual turnover of close to £1 million. The Trust has the contract to run the Teaching School Hub for Cheltenham, Stroud and The Cotswolds.

The Trust runs its own School Direct teacher training programme working alongside the Gloucestershire Initial Teacher Education Programme (GITEP) which is run by the Gloucestershire Association of Secondary Headteachers Limited (GASH). In 2024 Balcarras will become the lead school for GITEP.

We mention these initiatives because we believe it demonstrates our commitment to professional development and the importance of collaboration.





**Balcarras**  
From strength to strength

## Balcarras Aims and Values

We provide our pupils with an education of the highest quality so that they leave us with the qualifications, skills and personal qualities they need to lead a successful life.

To achieve this, we will ensure:

- Our commitment to the highest academic standards
- A caring and stimulating environment
- A wide range of extra curricular activities
- A partnership with parents, business and the local community





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## What is it like working at Balcarras?

It is a very exciting and rewarding time to be working at Balcarras. Our latest GCSE grades were extraordinary and put us in the Top 10 comprehensive schools in the country in the Daily Telegraph tables. It is this commitment to the highest academic standards whilst at the same time being a caring and stimulating environment that makes Balcarras feel different from anywhere else.



## What is the surrounding area like?

Members of staff moving into the area to join Balcarras have a wide variety of locations from which to choose. There are the large urban areas of Cheltenham and Gloucester together with the many modern housing developments clustered around them, the older market towns such as Cirencester and the smaller villages and hamlets of the Cotswolds. Within a short distance of the school it is possible to find both the facilities of a thriving urban area and the tranquility of unspoiled countryside.

Balcarras occupies an attractive site at the very edge of Charlton Kings. The woods and fields of the Cotswold escarpment rise up to the east and south east, while in other directions there is housing surrounding the old village centre.



## General Job Description

<b>JOB TITLE:</b>	<b>Sports Coach and Cover Supervisor</b>
<b>HOURS:</b>	Full time, 5 days per week, term time only 8.50 am – 3.35 pm – Monday to Friday 1 INSET Day in September
<b>GRADE:</b>	Salary : Grade 12 – 14 pro rata ( <b>£21, 046.37 - £21,830.80</b> ) FTE £24,496–£25,409

### **JOB PURPOSE:**

To coach two sports teams each week to a high standard and to oversee success at fixtures with local schools.

To supervise whole classes during any absence of the class teacher as directed by the cover manager or senior teacher in charge of cover. Class cover will involve implementing work programmes, managing pupil behaviour and assisting pupils in the relevant activities in line with the school's policies and procedures.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- ⇒ Arrange and oversee practices after school for two sports clubs each week.
- ⇒ Coach teams to a high standard and achieve success for the school teams.
- ⇒ Arrange and oversee fixtures with other schools.
- ⇒ Oversee the team at away fixtures.
- ⇒ Remain present in the classroom for the full duration of the lesson.
- ⇒ Supervise work that has been set in accordance with school policy.
- ⇒ Take a register of the class and read out any notices as necessary
- ⇒ Manage the behaviour of the pupils whilst they are undertaking work to ensure a constructive environment and promote positive behaviour.
- ⇒ Respond to any questions from the pupils about process and procedure
- ⇒ Where possible, assist the pupils with any difficulties they have with the set work (although thorough subject knowledge in all areas is not expected).



## General Job Description continued

- ⇒ Deal with any immediate problems or emergencies according to the school's policies and procedures.
- ⇒ Inform pupils of the set homework and ensure that pupils record the homework accurately in their planners.
- ⇒ Maintain a good learning environment.
- ⇒ Collect any completed work after the lesson and returning it to the appropriate teacher.
- ⇒ Report back as appropriate using the school's agreed referral procedures on the behaviour of pupils during the lesson and on any issues arising.
- ⇒ Where a GITEP or trainee teacher is taking the lesson, remain in the room to support and assist with behaviour management as required.

For cover of long-term absences, any support in setting work or marking of pupils work (particularly in subjects where the cover supervisor has expertise), while not compulsory, would be very appreciated by the school.

The job description sets out the main duties of the post. Such duties may vary from time to time without changing the general character of the post or level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## Person Specification

The successful candidate should have:

1. The ability to coach a sports team to a high standard in at least two sports (summer and winter)
2. a good classroom manner and be confident in delivering lessons
3. good communication skills, with pupils and other staff

previous teaching experience or experience of working in a school with groups of children



## Selection Process

- ⇒ After the deadline for the position has passed there will be a shortlisting meeting with the Headteacher, Head of Department/Line Manager to review the applications.
- ⇒ Qualifications, experience and suitability for the post will be considered during the shortlisting process.
- ⇒ Unsuccessful applications will be notified by email. Unsuccessful candidates can request feedback by email.
- ⇒ Successful applicants will be invited for interview by telephone or email.
- ⇒ References will be requested at this stage.

**Please stipulate clearly on you application form should you wish for your references not to be checked prior to job offer.**

- ⇒ A formal letter confirming the interview arrangements and plan for the day will then be emailed to candidates including details of documentation that will be required to be presented on the day.
- ⇒ One of the requirements of the day will be to complete a “Declaration of Criminal Record and other information” check.
- ⇒ If you have a DBS certificate from your current work place, you will be required to show this.
- ⇒ Candidates will be required to undergo a formal interview (including safer recruitment questions) and where appropriate a task. All information concerning the day will be provided in the formal letter.
- ⇒ A decision will be made on the day where possible.
- ⇒ Both successful and unsuccessful candidates will be notified by telephone where possible.

For all enquiries about this position please email [jobs@balcarras.gloucs.sch.uk](mailto:jobs@balcarras.gloucs.sch.uk)

<https://www.thebalcarrastrust.co.uk>