



TEACHER (Maternity Cover)

GRADE: MPS/UPS + SEN1

ACTUAL SALARY: £30,000 - £46,525 + £2,539

**Contract: 27.5 hours per week, all year round,
fixed term for up to 12 months**

Start Date: September 2024

CANDIDATE INFORMATION PACK



What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Teacher position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint a Teacher to cover maternity leave with Primary experience to work with and alongside an excellent staff team who are committed to providing the best possible outcomes for all of our pupils. Depending on the skills of the successful candidate the post may be working with older children who are in the early stages of their education.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Heidi Bonser, School Business Manager, on 01623 477268, via email to office@brackenhill.notts.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

About Bracken Hill School

The school ethos should be felt as you walk around and meet the staff and pupils. We are a small school and therefore are able to prioritise the individual needs of each child. Nevertheless, we have high aspirations and expectations and particularly value co-operative, sharing and group work which represents developing social maturity in young people. Each class teacher has pastoral responsibility for their own class and will always endeavour to maintain good communications with home.

To enhance knowledge, develop skills and provide enriching experiences that enable young people to embrace opportunities and be successful in the modern world.

- We aim to provide a broad, interesting and accessible curriculum, including the National Curriculum, for all pupils.
- We aim to challenge each pupil to perform to the best of his/her ability.
- We aim to help each pupil develop the skills they need towards independent and responsible living.
- We aim to help meet each pupil's personal priority needs alongside parents, carers and relevant agencies.
- We aim to provide pupils with a wide range of age appropriate experiences that helps to foster functional daily life resilience.
- We aim to help develop relationships characterised by kindness, helpfulness and respect.
- We aim to enable each pupil to confidently participate in, and contribute to, their local community life.
- We aim to foster knowledge and respect for other people, nationalities, beliefs and ways of life.

At Bracken Hill school, every individual is valued for who they are and what they contribute to the school. Values are intended to support the personal, social and spiritual development of every pupil throughout the school. Through these values we aim to:

- Promote positive behaviour, conduct and self-confidence by developing strong values within the pupils at the school.
- Develop pupils understanding of what values are and why they are important in life.
- Encourage children to 'live the values' in all aspects of their lives both in school and out.
- Promote values to pupils in every aspect of school life.
- Promote values in the way in which adults interact with each other and with pupils
- Display our school values and encourage all visitors to take account of them in their time in the school.
- Enable children to focus upon the positive aspects of themselves that they can value, thereby reminding them of their individual worth, their worth in the school and wider communities and the worth of those communities themselves.

Further information about our academy can be found on the website at:

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

The advertisement

Job Title: Teacher (Maternity Cover)

Location: Bracken Hill School, Kirkby-in-Ashfield, NG17 7HZ

Grade/Scale: MPS/UPS +SEN1 £30,000 - £46,524 +£2,539

Start date: September 2024

Contract: 27.5 hours per week, all year round, fixed term for up to 12 months

Bracken Hill School is an all age Special School for children aged 4 to 18 years, who have a range of complex educational needs with associated social and emotional difficulties, and challenging behaviour. Our aim is that all pupils achieve, progress, and grow in an environment where they are safe, happy and are treated with respect at all times. We are committed to continually improving teaching and provision for all our pupils in order that they develop their independence and to work in partnership with parents and carers.

We are seeking a Teacher with Primary experience to work with and alongside an excellent staff team who are committed to providing the best possible outcomes for all of our pupils. Depending on the skills of the successful candidate the post may be working with older children who are in the early stages of their education.

Reporting directly to the Senior Leadership Team.

Benefits include: Teachers' Pension Scheme, Westfield Health membership and free parking.

For further information, please contact Heidi Bonser, School Business Manager, on 01623 477268, via email to office@brackenhill.notts.sch.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 13 May 2024 (23:59)

Interview date: TBC

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Teacher

Esteem Multi-Academy Trust

Post Title:	Teacher
Location:	Bracken Hill School, Kirkby-in-Ashfield, NG17 7HZ
Purpose:	To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's policies under the direction of the head teacher.
Reporting to:	Senior Leadership Team
Responsible for:	
Liaising with:	Senior Leadership Team
Working Time:	27.5 hours per week, all year round
Salary/Grade:	Grade MPS/UPS +SEN1 £30,000 - £46,524 +£2,539
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To achieve the above	Planning, Teaching and Class Management Teach allocated pupils by planning their teaching to achieve progression of learning through: - Identifying clear learning objectives and specifying how they will be taught and assessed - Setting tasks which challenge pupils and ensure high levels of interest - Setting appropriate and demanding expectations - Setting clear targets, building on prior attainment - Providing clear structures for lessons maintaining pace, motivation and challenge - Making effective use of assessment and ensuring coverage of the National Curriculum / Early Years programmes of study - Ensuring effective teaching and best use of available time - Maintaining discipline in accordance with the school's procedures and encouraging good practice with regard to punctuality, behaviour and standards of work - Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught - Evaluating own teaching critically to improve effectiveness - Ensuring the effective and efficient deployment of classroom support

- Encouraging pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively
- Making and maintaining attractive, well displayed, well resourced, carefully organised and effective learning environments in the classroom and shared areas

Monitoring, Assessment, Recording and Reporting

- Assess how well learning objectives have been achieved and use this assessment to improve specific aspects of teaching
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which the pupil is achieving
- Prepare and present informative reports to parents, including termly IEPs

Curriculum Development

- Have lead responsibility for a subject or aspect of the school's work and develop plans which identify clear targets and success criteria for its development and / or maintenance
- Contribute to the whole school's planning activities

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Know subject(s) or specialism(s) to enable effective teaching
- Establish effective working relationships and set a good example through their presentation and personal conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students
- Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors

Clarification of Teachers' professional duties

This job description should be read with Part XII of the Teachers Pay and Conditions Document. All teachers should act under the reasonable direction of the head teacher, and carry out the particular duties assigned to them.

All teachers are responsible for planning, preparation, assessment, recording and reporting on progress and attainment. They receive 10% release time against their timetabled teaching commitment, for planning, preparation and assessment, and this time may not be taken by the school for any other purpose.

All teachers are responsible for promoting the progress of pupils assigned to them, providing guidance and advice on educational matters, communicating and consulting with parents and appropriate bodies outside of school, and attending meetings for any of these purposes. They must provide, or contribute to oral and written assessments, reports and references, relating to individuals or groups of pupils. They must co-operate with the head teacher and other teachers in the school on all aspects of education methods. They are responsible for maintaining good order and discipline among pupils and safeguarding their health and safety, both on the school premises or when engaged in authorised school activities elsewhere.

All teachers must participate in arrangements for appraisal of their own and others' performance, and have a responsibility to participate in arrangements for further training and professional development.

All teachers should participate in meetings, relating to the curriculum of the school, or the administration and organisation of the school. They should also participate in the administrative and organisational tasks related to their duties, including the direction and supervision of staff providing support for all teachers. This will not include tasks which do not call for the exercise of professional skills and judgement. This time will be included within the 'directed time'.

All teachers must participate in arrangements for preparing pupils for examinations, including assessment, recording and reporting for these. This does not include the invigilation of examinations, unless there is a need for their professional skills and judgement.

All teachers should contribute to the selection for appointment and professional judgement of other staff, including induction and assessment, co-ordinating or managing the work of other staff assigned to them, including assisting in threshold assessment, and taking part in review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

All teachers employed on a full-time basis, other than those on leadership spine, AST, or fast track, shall be available for 195 days a year, 190 of which will be required to teach pupils, and will be directed by the head teacher for 1265 hours in a school year. In addition, teachers are expected to work reasonable additional hours to enable them to discharge their professional duties effectively.

Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Person Specification: Teacher

Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		• Qualified Teacher • Enhanced CRB and relevant disclosures • Demonstrate highly effective teaching by: ○ Setting high expectations which inspire, motivate and challenge ○ Ensuring good progress and outcomes for pupils ○ Demonstrate good subject and curriculum knowledge ○ Planning and teaching well structured, exciting and creative lessons ○ Adapting teaching and learning to meet the needs of all pupils ○ Make accurate and productive use of assessment ○ Managing behaviour effectively ○ Showing awareness of national trends in pedagogy and practice ○ Commitment to personal welfare and safeguarding of pupils
Desirable		• Experience of teaching in Primary phase • Recent additional training
KNOWLEDGE AND ABILITIES		
Essential		• Excellent interpersonal skills • Passionate about education • Creative • Caring • Honest • Professional at all times • Collaborative • Open and reflective • Self-motivator • Sense of humour
Desirable		• Is able to demonstrate the application of these qualities in the school setting • Ability to motivate colleagues by example • Can demonstrate commitment in whole school life

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard 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, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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