



EDUCATION
TRUST

Applicant Information Pack

Teacher of Geography & Business Studies

Parental Leave cover from January 2025
until Easter 2025



'Every Individual is in a great school'



Letter from the CEO

Dear Applicant,

Thank you for your interest in this role. I am delighted you are considering The 3-18 Education Trust.

We are seeking to appoint an organised and proactive individual with a successful track record of effective practice and delivering high quality levels of service. With an expected growth in the size of the Trust over the next few years, this is an exciting new role. The Trust central team prides itself on a high quality support operation for our schools, to ensure that all young people in our Trust are given the best possible education.

The 3-18 Education Trust is a multi-academy trust with students aged from 3-18 and which works collaboratively to provide interesting and exciting opportunities for staff to share ideas, resources and expertise, for the benefit of the students. Our Schools serve their communities of small villages and the larger towns throughout Shropshire.

Our Trust has a philosophy that ensures that each school within the Trust has its own Head and Local Governing Body and can maintain its own ethos and independence whilst enjoying support and additional capacity where required from the Trust. The Trust is absolutely committed to ensuring that each of its constituent schools retains its unique identity, whilst the combined experience and expertise available provide a dynamic synergy. Our school within our Trust is an excellent place to develop your career.

This recruitment pack contains details about our Multi Academy Trust, the commitment to our staff and students and information about each of our unique schools. Please explore our website and read the additional materials included in this pack to find out more.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application.

We look forward to hearing from you.

Yours faithfully,



David O'Toole
Chief Executive

About our Trust



The 3-18 Education Trust is currently made up of nine schools and derives its name from the age range of the students and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- Access to same day GP online appointment 24/7 365 days a year.
- 1:1 Counselling Service
- Discount Scheme for high street retailers, mobile phone providers, holidays, electrical goods, supermarkets, restaurants, cinema, etc.
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (28.68% employer contributions)
- Local Government Pension Scheme (19% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

We are also currently exploring:

- Electric/Hybrid Car Lease Scheme
- Healthcare Scheme

Job Description:



Title of Post	Teacher of Geography & Business Studies
Grade and SCP	MPS / UPS
Hours/Working Weeks	Full-time
Post Status	Parental Leave cover from January 2025 until Easter 2025
Accountable To	Senior Curriculum Leader

Main Purpose of the Post:

To support the School's aims and maximise the achievement of all students in both Geography & Business Studies.

Accountable for:

Curriculum delivery and student progress and achievement, within the Geography & Business Studies departments - and within the wider school, where relevant.

Key Responsibilities

Curriculum:

- To teach Geography at Key Stages 3, 4 & 5 & Business Studies at Key Stage 5
- To develop existing schemes of work, helping to build opportunities for:
 - Ensuring progression
 - Active learning
 - Assessment for learning
 - Meeting the needs of all learners
 - Enrichment and external links

Learning:

- To maintain up-to-date records of student progress across all aspects of performance
- To ensure that students make good or outstanding progress in Geography & Business Studies
- To deal effectively with behaviour, attendance and punctuality issues

Assessment:

- To carry out the regular assessment and marking of students' work, according to the departmental and whole school assessment and marking policy
- To keep records of student attainment and progress
- To monitor student achievement against school and national data at individual student and teaching group level, and to take action to improve achievement and combat identified under achievement
- To carry out assessment and feedback

Policy:

- To attend relevant meetings
- To undertake any other duties as reasonably requested by the Head and Senior Leadership Team
- To contribute to areas of departmental development as appropriate

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Graduate PGCE Teaching qualification (or equivalent) 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> Proven academic track record (A level and degree) 	
Personal Qualities	<ul style="list-style-type: none"> Committed to achieving goals Committed to high achievement Confident communicator Strong team player Flexible, resilient and tenacious Organised Caring 	<ul style="list-style-type: none"> Creative Good sense of humour
Knowledge and Understanding	<ul style="list-style-type: none"> Understanding of National Curriculum and GCSE requirements including new specifications 	

The appointment will be made on consideration of the following criteria:

The person appointed will:

- hold a good Honours degree level qualification in related disciplines
- hold Qualified Teacher Status or equivalent
- have successful experience of teaching Mathematics to students of all abilities in KS3 and KS4
- have the ability to play a role in the development of the subject by contributing to new initiatives successfully
- have good organisational skills and the ability to work under pressure
- have good ICT skills

The person appointed must be a good communicator and able to demonstrate a passion for the subject.

Application & Appointment Process

An application form is available to download from the trust website which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

The deadline for applications is 5pm Tuesday 5 November 2024

Interviews will be held shortly afterwards

Please send completed applications to wbs-info@wbs.318education.co.uk

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.