

PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK

CONTENTS

03 Letter from the CEO and Deputy CEO of PACT

04 Welcome from Sajid Gulzar OBE, CEO of PACT

05 Welcome from Phillipa Sherlock-Lewis, Deputy CEO PACT

06 PACT Philosophy

07 PACT Purpose, Ambition & Values

08 Safeguarding Policy

09 Teacher of Maths - Advert

11 Job Description

13 Person specification

15 Explanatory Notes

17 Contact Us





LETTER FROM THE CEO AND DEPUTY CEO

Dear Candidate

Thank you for taking the time to download the application pack and expressing your interest in the current vacancies at Prince Albert Community Trust.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a brief summary about the trust and details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you soon.

Sajid Gulzar

Phillipa Sherlock-Lewis



WELCOME FROM OUR CEO



I was born and have grown up in inner city Birmingham. As a child I attended Highfield Junior & Infant School, a large Victorian built primary school in the Saltley area of the city. I was delighted when Highfield joined our family of schools, becoming the third member of the Prince Albert Community Trust (PACT) in 2016.My parents were first generation immigrants from Pakistan and from a very early age instilled in me the value and transformational power of education, a journey that I began at Highfield in 1978 as a four-year-old who spoke no English.

My background and experiences give me a unique insight into the communities I currently serve as Executive Headteacher and CEO of PACT. We have many children at our ever-growing group of PACT schools and I have the same high expectations for all of them. We understand that from time to time some of our children and families experience very challenging circumstances, we are clear in our belief however that there is no excuse for underachievement and that regardless of their situation; all of our students will fulfil their potential. It is this belief that was the genesis of the idea of Prince Albert High School and led to its conception.

PA High is without a doubt the most exciting project I have had the privilege to be involved in.The school opened in September 2021 next to the Athletes Village of the Birmingham Commonwealth 2022 Games. It will provide the opportunity for us to continue to educate our PACT primary aged children through to 16 and 18 years old. As educators and those responsible for building the foundations for future educational success for our children, we believe that everything that happens in our schools has to be good enough for our own children, if we are to accept it as good enough for the students that we serve. I insist that all staff have to buy into this philosophy. This message has been embraced by staff and as a result: all of the PACT schools provide an excellent quality of education led by a dedicated and talented Senior Leadership Team. I would be proud to send my own children to any of our schools.

I lead a highly committed and talented group of people who go above and beyond on a daily basis in order to ensure that our students get the most out of their primary school education. We value highly and invest heavily in staff development in order that we have the very best people working with our children. PA High will enable us to continue to do this and take the responsibility for preparing our children for adult life.

For many of our students, as it was for me, growing up in inner city Birmingham, this is their one chance to secure a future for themselves and their families. The gravity of our responsibility must never be underestimated.



Sajid Gulzar OBE

WELCOME FROM OUR DEPUTY CEO



I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.

I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Deputy Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children…we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.



Phillipa Sherlock-Lewis

OUR PHILOSOPHY

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our pupils to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our pupils have the potential to achieve the highest academic standards and to compete with high achieving pupils locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally. The success of our schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our pupils.









OUR PURPOSE, AMBITION AND VALUES

OUR PURPOSE

Enable every pupil to succeed at school and in life

OUR AMBITION

- ***Exceptional pupil welfare***
- ***Exceptional education***
- ***Exceptional people***
- ***Exceptional infrastructure***
- ***Sustainability***



OUR VALUES

In all that we do we demonstrate:

Passion – inspiring a love of learning and being determined to make a difference
Aspiration – wanting the very best for our pupils, our families, our communities and our staff
Collaboration – working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals
Trust – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in

SAFEGUARDING POLICY

CHILD SAFEGUARDING POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, 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 in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

KEEPING CHILDREN SAFE IN EDUCATION 2022

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit each school's website by clicking on the images below for their full policy.

TEACHER OF MATHS

FULL TIME
MPS/UPS (NEGOTIABLE)

This is a once in a lifetime opportunity for an aspiring Teacher to develop their career in a brand-new school that is fully supported by the infrastructure of a highly successful Trust.

Prince Albert High is free school which opened in September 2021 to a cohort of 180 students. Our aspirations for our cohort are no different to the aspirations that we have for our own children. Our aim is to develop a generation of young people who will not only transform their own life chances but make the world a better place too.

Prince Albert High is unique because it is one of the very few secondary schools where the incoming year 7 students and their families are well-known by our school. This is because the vast majority of our students come from multi-academy trust's primaries. As the school enters its third year, you will have the opportunity to shape the school community and your career at Prince Albert High as the school grows.

We are looking to appoint a teacher who is energetic, committed, and excited about producing an outstanding generation of young people who will not only transform their own life chances but make the world a better place. Prince Albert High opened in 2021 with a year 7 cohort and you will be joining us in the third year of our journey as we welcome a third intake of students. We place bespoke professional development and support at the heart of all we do. We are relentless in the pursuit of excellence for all our stakeholders and firmly believe in the coaching model. Our mission is that through working together we aspire to achieve:

- An exceptional education for all our pupils in all our schools
- Exceptional people – to have the best team working with and for our pupils, through investing in the growth and development of our staff.
- An exceptional infrastructure – to have buildings, equipment, systems, processes, and policies that enable excellent education.
- Sustainability and growth – to be a resilient, nimble, and financially and environmentally sustainable organisation with sound financial management and strong governance

At Prince Albert High, key stage 3 follows a middle school model, with pupils in year 7 and year 8 being taught predominantly by the same class teacher. This has created a highly aspirational culture, rooted in outstanding relationship with students and their families, trust and warmth. This middle school model will be supported by an exceptional pastoral team with extensive knowledge of the students and their families.

We wish to appoint a teacher who has the character, drive and skills to truly develop and then lead a world class department. This is the opportunity of a lifetime to leave a lasting legacy for the community we serve.

The successful candidate will be:

- A dynamic, inspirational, and enthusiastic classroom practitioner with high expectations of themselves and others
- Fully committed to learning, high-quality teaching and raising standards of all students
- Passionate about your subject; able to inspire and motivate students and staff.
- Committed to ensuring all students reach their potential.
- Able to recognise opportunities and face challenges, whilst maintaining your sense of humour and care for young people
- Capable of promoting partnerships and collaborative working
- A role model for our students and staff

We can offer:

- Enthusiastic students who are willing to learn
- An opportunity to be a historic founding member of staff at a truly unique school in an already exceptional MAT
- A highly supportive leadership team and executive team invested in your growth and professional development
- A working culture that promotes diversity, equality, and social justice
- A caring working environment where your welfare is of paramount importance
- An opportunity to develop your leadership skills with an eye towards senior leadership in the future
- A well-resourced, hard -working and supportive team
- Excellent care and support for all staff
- Comprehensive induction and on-going opportunities for professional development
- A positive and stimulating learning environment which values the contribution of all staff

Benefits:

As a PACT employee you will have access to benefits listed below:

- Subsidised Private Health Care package
- Discounted gym membership
- Retail discounts and cashback
- Free and confidential advice, information, and counselling service · 2.5 well-being days

The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and candidates will be required to undergo an enhanced DBS check.

Further information about the school our outcomes and philosophy can be found on our Trust's website: www.pahigh.co.uk

To apply for this role, please complete the online application form available via the link here

"This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role"

Closing date: 12pm 30th January 2023

JOB DESCRIPTION

Post: Teacher of Maths
Salary: Appropriate point on the MPR/UPR
Conditions of Employment: The duties and responsibilities contained in the current Education (School Teachers' Pay and Conditions of Employment) Order apply to this post; the working time will be in accordance with the school's annual time budget, issued by the Headteacher.
Responsible to: To be directly responsible to the Head of School, Deputy Head teacher and Assistant Head teachers usually through the AHT and directly responsible for any persons providing support within the classroom.

Job Description:
To teach any assigned group of pupils promoting their general progress and well-being across the MAT.

Core Purpose:

- To promote, maintain and evaluate provision and standards in the light of school aims, values and School Improvement Priorities. Provide guidance and support to ensure high standards of teaching and learning, measured by pupils' engagement in their learning and their quality of outcomes within a specific area.

Duties and responsibilities:

- These are stated in the most recent Conditions of Employment of Teachers other than Headteachers' taken from the most recent School Teachers Pay and Conditions and any subsequent orders and guidelines related to teachers' conditions of service
- To monitor and evaluate the quality and impact of teaching
- To ensure that the provision of the curriculum meets the needs of more and less able pupils across the school
- To be a model of good/outstanding practice to other practitioners across the school
- To plan and organise activities beyond the classroom which broaden children's learning across the school
- To carry out any other duties related to the area that the Head of School would deem to be your responsibility

Teaching:

- In each case, having regard to the curriculum for the school and with a view to promoting the development of the abilities and aptitudes of the pupils in any class or group assigned to them
- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the pupils assigned to him, including the setting and marking of work to be carried out for any pupil in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Acting upon advice given through whole school monitoring in order to seek to improve own practice
- Reflect and innovate over own teaching practice and latest research

JOB DESCRIPTION

Other Activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned
- Providing guidance and advice to pupils on educational and social matters and on their further education and future careers, including information about sources of more expert advice on specific questions; making relevant records and reports
- Making records of and reports on the personal and social needs of pupils
- Communicating and consulting with the parents of pupils
- Communicating and co-operating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above
- Assessments and Reports:
- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils

Performance Review:

In accordance with the School Performance Management Policy

Review, induction, further training and development:

- Be proactive about your own development as a leader
- Participating in arrangements for further training and professional development as a teacher and leader, including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements
- Commit to your own personal development as evidenced through the Leadership Development Matrix

Educational methods:

Advising and co-operating with the Head of School and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching, leadership styles, assessment and pastoral arrangements

Discipline, health and safety:

- Maintaining good order and discipline among the pupils and safeguarding their health and safety both when they are authorised to be on the school premises and when they are engaged in authorised school activities elsewhere
- Ensure any disclosure of child protection is dealt with quickly and effectively and in accordance with school policy and procedure
- Ensure that all pupil data in your care is treated in line with school policy and procedure
- Ensure at all times that school health and safety policy and procedure are adhered to

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications and Training	• DCSF recognised qualified teacher status	• Other relevant training • Good degree in subject
Knowledge and understanding	• Recent experience of work within secondary school environment • Relevant and recent experience of teaching • Knowledge and proven experience related to the core standards for teaching • Knowledge of the Secondary Curriculum Knowledge and understanding of Safeguarding issues in school. • An understanding of health and safety issues • Ability to enhance achievement and attainment for children • Ability to use progress tracking and data to ensure all groups of children achieve • An understanding of equal opportunities • Working knowledge of implications of recent educational thinking • Knowledge of development within own subject discipline • A practical knowledge of assessment systems and progress tracking methods • Knowledge of different aspects of the monitoring cycle	
Skills and Abilities	• Evidence of successful class teaching and reflective practice with consistently good or better outcomes • Ability to plan and organise own time and workload effectively • Ability to communicate and lead effectively • Evidence of creative and approaches to teaching • Ability to use accurate assessment information effectively to provide appropriate learning opportunities for all children • Excellent interpersonal skills. • Ability to work effectively in dynamic teams and a learning community • Ability to use a wide range of ICT effectively to enhance teaching and learning	• Proven ability as an effective teacher in more than one key stage /school • Evidence of use of creativity in planning and teaching

PERSON SPECIFICATION

Criteria	Essential	Desirable
Skills and Abilities	• Excellent Communication skills • Able to demonstrate high quality, creative and innovative classroom practice The ability to lead and contribute to curriculum development • Able to demonstrate an understanding of children's learning and how teaching impacts upon this • Able to work as part of a team sharing ideas, expertise and planning to enhance the learning experience • Able to promote learning and enhance skills beyond the curriculum and classroom • Able to demonstrate initiative, innovation and enthusiasm for secondary education • Able to demonstrate an understanding of equality of opportunity in the school	
Professional Qualities	• Committed to concept of a Learning Community and promoting the school's vision, values and ethos. • Committed to the successful growth and development of the school • Committed to high quality provision of a broad, balanced, differentiated and stimulating curriculum within an innovative framework • Committed to excellence in teaching and learning across the whole school • Committed to positive management of behaviour · • Committed to Inclusion and equal opportunities for all pupils in the school • Evidence of initiative, flexibility and adaptability · • Committed to professional development of self and others • Commitment to team-based learning • Committed to being a positive and professional role model • Evidence of successful use of humour	• Commitment to developing subject curriculum
Suitability to work with children	• Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with • Not barred from working with children	

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, 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, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, 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, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

CONDITIONAL OFFER: PRE- EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

HOW CAN I APPLY?

To apply for this role, please complete the online application form available **here.**

Adverts Open
17th January 2023

Shortlisting
WC 30th January 2023

Closing Date
30th January 2023 12 noon

Interview date
TBC

All applications will receive an email confirmation within 48 hours of receipt of application; if you do not receive this please contact the **PACT HR team** on **HR@the-pact.co.uk.** The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 10 working days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2021. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

We reserve the right to withdraw from this recruitment process at any given point.

CONTACT US

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