

Information Booklet

Teacher



A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School, Scissett Middle School and Scholes Junior and Infant School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of five schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX
www.themast.co.uk | 01484 865444

Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made.

About Scholes (Holmfirth) Junior & Infant School

Our happy and kind school has around 200 pupils. At Scholes we develop pupils who are Kind, Independent, Nurturing and Determined – our KIND values.

Our Area and Facilities

Originally built in 1908, the school is located on the outskirts of Holmfirth. It is connected by a half hourly direct bus service into Holmfirth and Huddersfield and sits within a very pleasant semi-rural area, overlooking the famous Summer Wine Country. The school was originally designed to accommodate far fewer pupils, with three classrooms. Over time, additional developments have added a Hall, more classrooms and an upper floor for our library and Nurture Room. Although over 100 years old, our school certainly feels as good as many other school of a far younger age. We also have fabulous outside spaces, providing a multitude of learning opportunities for pupils.

Our Staff

There are around 30 staff employed at SJS and we are well supported by an active Governing Body and the wider Trust. We are fortunate to have highly committed, professional, and friendly staff, who work as a team to support both our pupils and each other. We also work beyond our own school and therefore our teaching and learning community extends across our Trust and we work very closely with our partner schools in the Holmfirth pyramid. For those wishing to progress their career, opportunities exist both within our school and across the Trust. In December 2023, we were lucky to be a sponsor-led school and joined The Mast Academy Trust – a partnership which is progressing our school improvement journey.

Our Pupils

We strive to provide the best education possible for all our pupils and will always put them and their learning at the centre of everything we do. We expect our pupils to represent the school with pride in the local community and beyond.

We set the highest standards of behaviour at Scholes, and we believe that every pupil should have the chance to learn without disruption or distraction. Consequently, behaviour standards are high. This is achieved through ensuring the highest levels of pastoral care and support for pupils.

We believe that children and young adults thrive in environments where they are nurtured; where they feel safe; where they are supported through difficult times. We invest in ensuring our pupils are equipped with the skills to identify mental health concerns and they know how to access support. They learn about respect and tolerance, and kindness and care. Within our trust, we have access to a broad range of expertise to signpost pupils who need that little bit of extra support and we offer training for staff who want to develop an expertise in an aspect of pastoral care or Special Educational Needs.

Our School Organisation and Curriculum

Our school day begins at 08.45 and ends at 15.30, although we have a range of after-school clubs. The week is split into approximately 30-minute or hour-long sessions with a 15 minute break in the morning and one hour for lunch. All subjects are taught in school and children receive a rich and broad curriculum from Reception to Year 6. French is taught as a Modern Foreign Language. All pupils are taught a minimum of two hours of PE a week. The staffing at Scholes is very stable – people tend to stay for significant periods of time once appointed.

Developing each child as an individual and allowing them to grow in confidence and independence is a key feature of Scholes.

Our Community Links

We are very much at the heart of the Scholes community. We have good links with the Methodist Church – performing at each of their monthly coffee mornings as well as the Cricket Club which provides an opportunity for a professional-feeling PE offer.

There is a strong tradition of developing Young Leaders at Scholes. We encourage pupils to be proactive in their leadership and be the change they wish to see in the world. Pupils across the full age range have the opportunity to show leadership skills in some way – from Pupil Parliament to reading buddies.

We hope that this outline has been useful, further information can be found on the school website – www.scholesji.org.uk. If you have any questions, please do not hesitate to contact the school.

You are strongly encouraged to come and visit so you can experience the truly unique and very special feel of our school. We'd love you to consider joining our Scholes family.

Primary Teacher

For Scholes (Holmfirth) Junior & Infant School

Organisation	Scholes (Holmfirth) Junior & Infant School
Job Scale	MPS
Hours	Full Time
Type	Permanent
Job share	Applications will be considered
Location	The primary place of work shall be Scholes (Holmfirth) Junior & Infant School, however, you will be required to work at any school within the Trust.
Responsible to	Headteacher

JOB CODE	CTSJIS24
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The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.



Overview

We are seeking to appoint an enthusiastic and motivated teacher to join our happy and hard working team.

Candidates should be:

- An excellent classroom practitioner
- A team player
- Enthusiastic about learning
- Able to contribute to our very high standards
- Able to confidently lead a curriculum area now or in the near future

Basic Job Purpose

- Teaching a class as directed by the Head Teacher and taking responsibility for the teaching and learning of a group of pupils within the context of the ethos and aims of the school.
- Establishing and maintaining regular communications with the Head Teacher, teacher colleagues, Governors and other schools and where appropriate within a curriculum area.

Main Responsibilities –Teacher

Accountable for:

- The quality of teaching and learning within the class/group.
 - To define and make clear to the pupils the objectives for each lesson in accordance with the agreed Scheme of Work, taking into account the differing abilities of the pupils.
 - To direct the work of class-based Teaching Assistants and to monitor their performance.
 - To mark and assess pupils' work in accordance with Key Stage and whole school marking policy.
 - To keep an accurate and up to date record of each pupils' progress and achievement in line with the School Assessment Policy.
 - To encourage and stimulate every pupil to achieve the best quality of work of which he/she is capable.
 - To promote and maintain a safe and visually stimulating classroom.
 - To set and monitor homework in accordance with the Homework policies and agreed timetable.
 - To keep an appropriate record of lesson plans and lesson notes.
 - To write and review Support Plans and IEPs for SEND/LAC children in consultation with the SENDCo.
 - To liaise with parents as required, including attendance at Progress Meetings, Review Meetings and Annual Reviews.
 - To lead one or more subject areas across the school (now, or in the near future)

- Supporting the administration of the Key Stage.
 - To attend key stage staff meetings as required/agreed.
 - To complete pupil reports and reviews as required and to agree individual pupil/group targets.
 - To provide data to update the pupil tracking system.
 - To contribute to Whole School policy making through the development of schemes of work and assessment materials.
 - To take on board Key Stage and Whole School documentation and to respond appropriately.
 - To respond positively to requests for information from the Head Teacher and the Leadership Team.
 - To represent the School at open days, welcome evenings and other events, as agreed.
 - To have an understanding of the EYFS and KS1 and willingness to be flexible about which key stage you will work in.

- Sharing good practice
 - To keep abreast of developments/good practice in teaching and learning within the Key Stage.
 - To report back on INSET provided as required and to share good practice/inform colleagues.
 - To take responsibility for an allocated area of the curriculum, monitoring planning, teaching and resources (as directed by SLT)
 - To participate in the National Support school/ National Teaching School whenever appropriate

- Supporting School administration.
 - To carry out break duties as required/agreed.
 - To lead assemblies as required/agreed.

Further Duties

- To carry out additional tasks deemed reasonable by the Head Teacher.
- To undertake performance management and to contribute to the programme as required / agreed
- To undertake and commit to your continued professional development

General

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in safe environment.
- Participate in relevant and appropriate training and development as required.
- Carry out your duties with due regard to current and future school / trust policies, procedures and relevant legislation. These will be drawn to your attention as part of your induction and ongoing performance development and through school communications
- Promote and actively support the trust's responsibilities towards safeguarding.

Person Specification - Teacher

E Essential	A Application Form
D Desirable	T Test/Exercise
	I Interview
	R References

Qualifications & Experience

E	Experience of delivering the primary curriculum	A
E	Able to demonstrate good – outstanding primary practice	AI
E	Experience of applying varying methods of classroom organisation.	AI
E	Experience of teaching all subjects of the National Curriculum and RE	ATI
D	Experience of Teaching across the full primary age range	ATI
D	Experience of Teaching in KS1 and KS2	I
E	Experience of working as part of a team	AI
E	Experience of using assessment to support and enhance learning and progress	AI
E	Qualified Teacher Status	A
E	Knowledge of latest developments in educational matters, especially ICT	AI
E	Willingness to attend further training related to the post offered.	AI

Knowledge & Understanding

E	Working knowledge of the National Curriculum and developments	AIR
E	Clear philosophy of primary education and the ability to translate into practice	AIR
E	Good knowledge and understanding of creative and experiential learning	AIR
E	Commitment to the assessment, tracking and targeting of pupil progress and experience of this	AIR
E	Enthusiastic, creative and energetic approach to learning	AIR

Skills & abilities

E	Enthusiastic and hard working	AI
E	Sound judgment and ability to make decisions based on understanding of relevant information	I
E	Able to prioritise work, use own initiative and to manage work to meet tight deadlines	AI
E	Adaptability to changing circumstances/ideas	I
E	Attention to detail	AI
E	Willingness to work as part of a team	AIR

Personal Qualities

E	Commitment to undertake continued training and development	I
E	Willingness to undertake an enhanced Disclosure and Barring Service check.	I
E	Adaptability to changing circumstances/new ideas	I
E	Ability to inspire confidence in staff, students, parents and others	I
E	A commitment to inclusive education	I
E	Reliability, integrity and stamina	IR
D	Determination to succeed and the highest possible expectations of self and others	I
D	Resilience and perspective	I
D	Personal impact and presence	I

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this pack.

Applying for the role of Teacher

If you wish to apply for the post of Teacher then please complete the application forms found on www.scholesji.org.uk/vacancies or www.themast.co.uk

Completed applications should be returned to:

Claire Gray, HR Partner
The Mast Academy Trust
c/o Scissett Middle School
Wakefield Rd
Huddersfield
HD8 9JX

Your application can also be emailed to recruitment@themast.co.uk.

The job code for this role is CTSJIS24 and should be included on the envelope if posting your application, or in the subject field if you are sending using email

If you would like an informal discussion with regards to the role prior to applying please contact **Andrew Hancox, Headteacher** on 01484 682190 or via scholeshead@themast.co.uk

Shortlisting

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We would appreciate it if you would complete an equal opportunity monitoring form by following (or by copy and pasting) this link: <https://forms.office.com/r/d2JqgY2K2u>

Dates

The **closing date** for applications is **Friday 14th June 2024** at 1.00pm.

The **interview date** is expected to take place on **Thursday 20th June 2024**.

If we have not contacted you by midday on Tuesday 18th June 2024 please assume that on this occasion your application has been unsuccessful.

The expected start date for the succesul candidate would be 1st September 2024 or as soon as possible thereafter.

Please accept this as acknowledgement of the time and interest you have shown

