

*Aspiration, Collaboration, Responsibility, Respect and Kindness*



Orchard Primary  
& PRE-SCHOOL

# Recruitment Pack

December 2024

# Content Page

Head Teacher's Welcome	Page 3
Vision and Values	Page 3
How to Apply	Page 4

## Attachments:

Job Description

# Head Teachers Welcome

Thank you for your interest in the role of **Teaching Assistant** at Orchard Primary School. This is an exciting opportunity for an ambitious individual to join our thriving school.

Orchard Primary School opened on 1 September 2017, having previously been Cherry Orchard First School. We are part of Avonreach Academy Trust; a group of three thriving Primary Schools and one Secondary School within the heart of Worcestershire.

We believe Orchard Primary School is a special place where we are dedicated to providing an exciting and challenging curriculum for all the children within a safe, stimulating and well-resourced environment. We have a shared vision throughout the school and the Trust that every child deserves to be successful and fulfil their true potential. We recognise that all children have talents and abilities to celebrate, and part of our role is to help them discover and develop these.

We encourage a strong community spirit where we show consideration and respect for each other; understand differences and uphold kind, well-mannered behaviour.

We are proud of our dedicated team of staff who work hard to develop the children's lively and enquiring minds by providing a rich, creative and varied curriculum, equipping the children with the personal and technological skills to enjoy learning and achieve success in all areas of their school life. In partnership with families, we develop the children's self-esteem and self-belief giving them confidence in themselves and aspirations for the future, enabling every child to flourish.

We hope this pack will give you an insight into and information regarding the School and Trust, the role itself as well as the qualities we are looking for and how to apply. If you have any further questions, please do not hesitate to contact us at [office@orchardprimary.org.uk](mailto:office@orchardprimary.org.uk) or visit our website <https://www.orchardprimary.org.uk/>

We look forward to receiving your application and meeting the successful applicants in due course.

## Our Vision and Values

### Vision

At Orchard Primary School, we have a shared vision that every child has the right to be successful. We want them to leave us having achieved high levels of success in all aspects of school life, including high academic achievement as well as high self-esteem and self-belief giving them confidence in themselves and aspirations for the future, and, above all, with a set of values that ensure they make a positive contribution to their community and society.

### Ethos

We believe that if children are equipped with the skills that enable them to:

- Read well
- Work with others, listen and communicate their ideas
- Show respect for themselves, others and the wider world
- Be prepared to try their hardest

that they will find a love of learning and become happy, responsible and caring citizens.

To achieve this, we create a climate that is safe, ordered and inspiring, enabling our children's minds to develop. We provide a progressive curriculum that is rich, creative and varied, building on the children's knowledge and skills; developing fluency, accuracy and mastery.

## Values

Aspiration, Collaboration, Respect, Responsibility and Kindness.

These values reflect the Trust's intention to promote close collaboration and mutual support whilst focusing on the educational and developmental goals of its pupils. Our overall aim is to be a successful educational enterprise that is firmly positioned within a developmental environment. This is encapsulated in our strap line "Small enough to care, Big enough to inspire".

## How to Apply

To arrange a visit to our school, or for an initial informal discussion, please contact Mrs Sarah Bitcon, Head Teacher or Mrs Sarah Boulton, Administrator, via email [office@orchardprimary.org.uk](mailto:office@orchardprimary.org.uk)

Please return the completed form to:  
Mrs Sarah Boulton [office@orchardprimary.org.uk](mailto:office@orchardprimary.org.uk)

### Safeguarding

Our school is committed to rigorous safeguarding practices and to promoting the welfare of all children. We expect all staff to share this commitment. This post is subject to an enhanced DBS check, references and qualifications check and health screening.

### Equalities

Avonreach Academy Trust is committed to equal opportunity and values diversity. The Trust will challenge prejudice and intolerance and will seek to eliminate discrimination in any form. Our Equal Opportunities Policy can be found on our website.

### References

We will obtain references from your referees if you are invited for an interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

### Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

### Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data. Please click on the link below to view the Avonreach Academy Trust Privacy Notice for job applicants.

<https://www.avonreach.org/policies-and-statements/>

### Criminal Convictions

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.

# Key Dates

Item	Date	Notes
Closing date for applications	12 noon on Monday 6 January 2025	Applications received after this date and time will not be accepted.
Short listing for interview	w/c 6 January 2025	Candidates who are invited for interview will receive more information about the interview process.
Interview dates	W/c 13 January 2025	Candidates will be contacted no later than xxxx with feedback or offers.
Start date	As soon as possible	

**Orchard Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**