

RECRUITMENT PACK

Trust Cover Teacher

MPR

£31,650 to £44,259

Permanent

Start Date: ASAP



The Henry Box School
Founded 1660



QUEEN EMMA'S
PRIMARY SCHOOL



The Mill Academy.

Registered in England, Number 08060721.

Registered Office: Church Green, Witney,
Oxfordshire OX28 4AX.



Introduction from the Chief Executive

On behalf of the Trust Board, we would like to thank you for your interest in applying for the role of Cover Teacher at The MILL Academy Trust. In this recruitment pack, we aim to share with you why our Trust is such an inspiring place to work and learn and to give you the information to encourage you to apply. In addition to the information enclosed here, we would very much like to give you the opportunity to visit and meet us before you apply.

Opportunities like this don't come along that often. This could be your chance to make a real difference to our children and play a key role in our Trust family of schools. If you relish the prospect of working with children – including some from challenging backgrounds, are passionate about making a real difference to their future and are uncompromising in your determination to ensure that they receive the outstanding education they deserve, this could be the next step in your career.

The Trust Board is ambitious for all our schools and successful candidates will be part of the Trust's Team, working across all three of our schools, in the first instance. Further opportunities to work in other schools will be available as we grow.

Colleagues work collaboratively with other professionals in our Trust and the team approach is central to our success. Our professional development opportunities are gold standard. The Trust invests heavily in professional development and believes it to be of paramount importance; we ensure that, at whatever stage in their career, teachers and support staff have access to high quality development opportunities.

Our schools benefit from a very committed staff team, passionate governing committees and a Trust Board that leads with moral purpose. Headteachers and their leadership teams are well supported by the Trust's Director of Education. This not only enables lateral communication but facilitates school transformation activity based on our belief that leadership is about collective capacity.

If you feel that you would like to be part of this progressive team, then please get in touch. We would be delighted to meet you.

Wendy Hemmingsley
Chief Executive

Our Educational Vision

Transforming Lives Through Inspirational Education

This is a hugely exciting time for our family of schools. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many children.



The Trust currently has schools based in Witney.

Finstock Church of England School
Queen Emma's Primary School

Outstanding Ofsted January 2024
Good* (Outstanding in Personal Development and Early Years)
Ofsted April 2024

The Henry Box School

Good Ofsted February 2023

As a Trust, we are clear about the importance of achieving long-term sustainability for our schools. Our vision is to transform lives and to enable individual schools to grow and to develop and serve their communities. We work hard to ensure a strong ethos of support, challenge and collaboration across our Trust.

The MILL Academy Trust logo communicates the values of Motivate, Inspire, Learn, Lead. The graphic, in the shape of a mill, represents the starting point of this home-grown trust, the town of Witney, Oxfordshire, famous for its mills.

In the Domesday survey, Witney is recorded as having two mills, both for grinding corn, but by 1277 at least one cloth or fulling mill was established in the area. By the end of the Middle Ages Witney was a lively market town with a developing industry making **blankets** and gloves and by 1800 there were five working mills in and around Witney.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration. We also challenge ourselves to be even better, every day. We are not content with always doing what we've always done. The new educational landscape requires new ways of thinking, leading and operating:

Progress is impossible without change, and those who cannot change their minds cannot change anything.

George Bernard Shaw

Our Values



We believe that every child has the right to go to a good school and that every child should have the opportunity to transform their life, whatever their starting point.

Our schools uphold and live the MILL values of Motivate, Inspire, Learn and Lead. All members of our Trust community are expected to behave in accordance with our three expectations: ready, respectful and safe. Our approach is simple and effective and our expectations are high. We believe that everyone involved with the Trust should have the opportunity to shine.

The opportunity

Position: Trust Cover Teacher

Working Hours: Full or Part time

Required: Asap

We are looking for qualified teachers to provide high quality teaching and pastoral care, delivering high standards of learning and achievement for children. You will provide cover for short, medium- and long-term teacher absence. A high level of flexibility is required as you will be required to work across all curriculum subjects and key stages at all schools. In periods where cover is not required, the successful candidates will support in the classroom or elsewhere in the Trust, as directed, and undertake high quality professional development.

We are keen to fill these posts with enthusiastic, creative individuals who can relate positively to children and young people. The posts offer the opportunity to work in a wide range of contexts, phases and subject areas across the curriculum.

Health & Safety

You have specific responsibilities under Health & Safety /Safeguarding to ensure that you:

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
- Co-operate on all issues involving health and safety
- Use work items provided for you correctly, in accordance with training and instructions
- Do not interfere with or misuse anything provided for your health, safety, or welfare
- Report any health and safety concerns to your line manager as soon as practicable
- Report any safeguarding children concerns to a senior member of staff
- Attend safeguarding training as requested

Selection Criteria

Essential

- Qualified Teacher Status



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- Effective behaviour management
- Ability to work as part of a team
- Commitment to further training and development
- Conscientious, enthusiastic and positive
- The ability to relate well to students, staff and parents

Job Description: Cover Teacher (MPR and UPR)

Post Title: Trust Cover Teacher

Purpose: To be part of a team that provides high quality teaching across our Trust by covering for absent colleagues.

Reporting to: Deputy Headteacher at The Henry Box School

Location: The Henry Box School, Queen Emma's Primary School and Finstock Church of England Primary School

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder. You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation.

Liaising with: School Leaders, Faculty Leaders, House Leaders and relevant staff with cross-school responsibilities, relevant support staff

Working Time: Full

Disclosure Level: Enhanced

Salary: Teacher Main Pay Range: M1-M6. UPR would be considered. **Trust Posts above M4 are paid at higher the national pay agreement.**

Set high expectations which inspire, motivate and challenge pupils

- Establish a safe and stimulating environment for pupils, rooted in mutual respect
- Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils

Promote good progress and outcomes by pupils

- Be aware of pupils' capabilities
- Guide pupils to reflect on the progress they have made and their emerging needs
- Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching
- Encourage pupils to take a responsible and conscientious attitude to their own work and study

Adapt teaching to respond to the strengths and needs of all pupils

- Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively
- Have a secure understanding of how a range of factors can inhibit pupils' ability to learn, and how best to overcome these



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- Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development
- Have a clear understanding of the needs of all pupils, including those with SEN; those of high ability; those with EAL; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support
- Take responsibility for improving teaching through professional development, responding to advice and feedback from colleagues

Manage behaviour effectively to ensure a good and safe learning environment

- Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the school, in accordance with the school's behaviour policy
- Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
- Manage classes effectively, using approaches which are appropriate to pupils' needs in order to involve and motivate them.
- Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position
- Having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
- showing tolerance of and respect for the rights of others
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Have proper and professional regard for the ethos, policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality
- Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

General Responsibilities

- Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies; including taking responsibility for raising concerns with an appropriate manager



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Additional duties

- Play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage and ensure staff and students follow this example
- To promote and lead extra-curricular activities in line with the traditions and expectations of the school within the context of a life work balance

Other Specific Duties

- Keep up to date with school information e.g. the weekly bulletin, staff handbook and to clear your pigeonhole daily
- Participate in any arrangements within an agreed national framework for the appraisal of your performance and that of other teachers
- Continue personal development as agreed
- Engage actively in the appraisal process
- 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 line manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and to provide a welcoming environment to visitors and telephone callers
- The school 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.
- Undertake any other duty as specified by STPCD not mentioned in the above

Person Specification

Qualifications & Training	Essential/Desirable	A/I
Qualified teacher status	E	A
Clear evidence of continuing professional development	D	A I
Skills & Experience		
Experience of teaching in a school environment	E	A I
Experience of at least one phase (primary/secondary)	E	A
Successful track record as a teacher/completion of teacher training	E	A I
Understanding of safeguarding	E	A I
Knowledge of Read Write Inc programmes	D	A
Knowledge of Cornerstones Curriculum	D	A
Knowledge of Scholar Pack MIS	D	A
Knowledge of subject area/phase	E	A I
Flexibility and adaptability	E	I
Attributes		
Commitment to becoming a Lead Practitioner	E	A I
Commitment to professional development	E	A I
Commitment to collaborative working	E	I
Resilience	E	I

A Application

I Interview



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This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in job commensurate with the grade or job title.

Working with Children and Safeguarding

The MILL Academy is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates are required to have enhanced DBS clearance and will need to undertake the DBS check with our organisation. Other relevant pre-employment checks will also be carried out including references from present and previous employers, a confidential health check and internet/social media checks.

What we can offer you:

- ✓ A hard working and committed team of colleagues
- ✓ Beautiful, historic school location, with a good range of shops, bars and cafes within a short walk
- ✓ Competitive salary with upper pay scales above the usual national levels
- ✓ Regular programmes of professional development to Teacher Development Trust Gold Standard
- ✓ Support for and commitment to your future training and development needs
- ✓ On-site free car parking
- ✓ Cycle to work salary sacrifice scheme
- ✓ Annual free flu vaccination
- ✓ 24/7 employee assistance wellbeing scheme
- ✓ We pay above the national salary from Main Scale 4

The Application Process

We are seeking to appoint the best possible candidate and our recruitment process will reflect our desire to undertake all possible measures to achieve this.

Applicants should download and complete the teaching staff application form from our website or complete our online application form on our TES recruitment site. You should also submit an accompanying letter of application, addressed to the Headteacher, that is no more than two sides of A4. Applications should be returned to jobs@millacademy.co.uk please or via the TES online portal.

Visits to the school prior to interview are also encouraged and warmly welcomed and can be arranged with the HR Team. If you have any queries about this role, please do not hesitate to contact the HR Team on 01993 848166 or email jobs@millacademy.co.uk.

Applications may be considered as soon as they are received, and the Trust reserves the right to withdraw the vacancy at an earlier date if a suitable applicant is found.

If you decide you want to be part of our dynamic team, we look forward to hearing from you and to receiving your completed application form.



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