



# Candidate Information Pack

## Unqualified Teacher

Birley Spa Primary Academy



L.E.A.D. Academy Trust

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## Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

**Diana Owen CBE**

**Chief Executive Officer**





## About the Trust

**Be part of an ambitious, high-performing Trust, committed to improving the lives of children and young people.**

L.E.A.D. Academy Trust comprises primary and secondary academies across Nottinghamshire, Derbyshire, Leicester, Lincoln and Sheffield. Established in 2011, our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

*"We are determined to bring about change and improvement to educational standards in the region by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people."*

**Diana Owen, CBE - Chief Executive Officer**

## Inspiring experience

Our Trust Executives have first-hand experience of working in education, so they know what it's like to be on the front line. We pride ourselves on the support and advice we give to all our staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff. By choosing to work with us, you will be helping to improve educational outcomes for children, young people and the local community.

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct
- Outstanding teaching and learning
- A fully inclusive approach where all children are equally important
- A climate of mutual respect between the children, staff and community
- A 'can-do' attitude - high aspirations for all involved with the school
- A wide range of enrichment opportunities for all to get involved in
- A celebration of all the cultures and faiths represented in the school
- An organisation in which there are no excuses for underachievement.

## Supporting external trusts and schools

As well as our core offer to L.E.A.D. academies, we offer additional areas of support to external trusts, schools and organisations through L.E.A.D. IT Services and L.E.A.D. Teacher Training Hub.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.





L.E.A.D. Academy Trust  
comprises of:

**24**  
primary

..... and .....

**3**  
secondary  
academies

..... across .....

**5**  
geographical  
regions

..... with .....

**11,000**  
pupils

..... and .....

**1,500**  
members  
of staff





## A message from the Executive Headteacher and Head of School

We are a busy and friendly school with lots going on. Birley Spa Academy is a passionate community of life-long learners who strive for excellence. We are inspired by each other's achievement and success. We constantly develop and update our resources and curriculum offer to ensure that our pupils can succeed now and in the future.

We warmly welcome visits to the school to discuss this exciting opportunity.

**Melany Pemberton, Executive Headteacher and Cathy Gibson, Head of School**

## About Birley Spa Primary Academy

Our school values equip every child with the core strength and resilience to confidently burst through barriers to learning and become confident, conscious citizens, equipped for the challenges of the modern world. We create an aspirational cultural climate in which every member of Birley Spa Primary Academy thrives and articulates a passion for inspiring leadership beyond learning.

Through the pursuit of excellence, our children, no matter their age or need, are encouraged to become ambassadors with the highest aspirations; learners who confidently express themselves and articulate their knowledge with passion.

Our inspirational learning environments motivate our children to develop a desire and love of learning in our "Everyone is a Leader" community.

Our children pride themselves on the range of responsibilities they have within the classroom and the school. They develop a sense of pride in their community and independence. They learn to understand and balance risk to challenge themselves and grow as learners. Children demonstrate initiative to question, lead and explore from the first day of their Birley Spa journey until they move onto secondary education.







## Benefits of being part of L.E.A.D. Academy Trust

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

### Competitive salary

All Trust roles\* are subject to a minimum hourly rate, which is currently above the National Living Wage amount. All our support staff roles are subject to a competitive 6-point salary range, allowing for progression within the role.

### Pension scheme

Automatic entry to the Local Government Average Salary (LGPS) pension scheme. Benefits include generous employer rate of contribution at minimum 17%, life cover, lower tax, survivor benefits and ill health cover.

### Enhanced annual leave

Holiday allowance starts at 26 or 31 days, up to a maximum of 36 days. Term time only workers also benefit from the same annual leave entitlement paid as part of their usual monthly payroll. This varies on the role and amount of service, increasing after 5 and 10 years' service. Holiday is in addition to Bank or Public holidays.

### Employee assistance programme

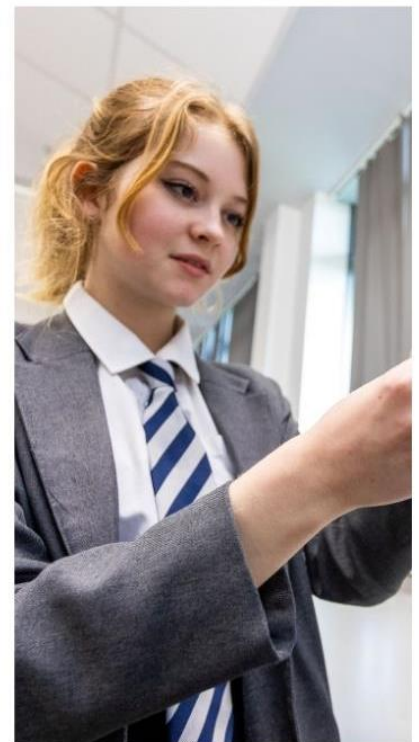
The Trust is committed to supporting staff wellbeing and partner with Health Assured to offer a comprehensive Employee Assistance Programme to all Trust employees and extends to dependent adults living the same household. This includes access to a 24/7 free phone helpline 365 days per year to access advice and support on emotional, financial, legal or other lifestyle matters.

### Continuing professional development (CPD)

We provide excellent training and development opportunities within the Trust, including a full induction programme for all staff.

### And more!

- Access to free Trust Occupational Health service, including physiotherapy
- Access to staff discounts and cashback for a huge range of products, including travel, shopping, insurance, motoring and utilities.
- Travel expenses for business travel at maximum HMRC mileage rate.
- Free eye tests for VDU users.
- Free seasonal flu jabs.



*"Everyone is valued, everyone is supported, and if you hold the same values that L.E.A.D. has, then really consider coming to work with us."*

**Becky Hyder,**  
Safeguarding Compliance  
Lead

*\*With the exception of  
Apprenticeships*

***“The school’s provision for pupils’  
personal development is strong.  
Pupils take full advantage of a wide  
range of activities on offer  
at the school.”***

**Ofsted report, 2023.**





## How to apply

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: [Officemanager@birleyspaacademy.co.uk](mailto:Officemanager@birleyspaacademy.co.uk)

**CLOSING DATE:** Friday 27<sup>th</sup> June 2025

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For an informal, confidential discussion about this opportunity, please email:

[enquiries@birleyspaacademy.co.uk](mailto:enquiries@birleyspaacademy.co.uk)



*"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."*

Rebecca Riley, Head of School,  
Huntingdon Academy

# Job description

## Key responsibilities and accountabilities

### Unqualified Teacher

**Salary:** NJC 12 - 17 (£27,711 – £30,060 full time equivalent) actual salary pro rata on 39 weeks per year.

**This role will support teachers and students as directed and ensure that classes are appropriately managed during times of teacher absence.**

#### Main Responsibilities:

- To undertake classroom activities as directed by teachers to support teaching and learning process
- To assist in the preparation of resources and display
- To mark students' work in accordance with Academy policies and teacher instructions
- To undertake administrative duties as requested by teachers
- To cover tutor groups as and when needed
- To input data to support Academy policies in Assessment, Recording and Reporting
- To maintain student records in accordance with statutory procedures, Academy policies and as directed by the Assistant/Deputy Headteacher
- To liaise with Learning Resource staff and ICT staff to ensure teachers requirements are met to ensure high quality teaching and learning
- To manage the behaviour of pupils to ensure a constructive environment is maintained, by using a range of strategies
- To assist the teacher in the classroom as timetabled / requested
- To respond to student needs as they arise in the classroom
- To undertake break and lunchtime activities
- To undertake examination invigilation duties where required
- To work with teachers to prepare appropriate lessons / resources when absence is known in advance
- To compile appropriate lesson activities / resources in liaison with other teachers when absence is not known in advance
- Ensure that all communications with parents demonstrate the values of the academy and the L.E.A.D. Academy Trust
- Attend all meetings and functions necessary to support the work in this job description, ensuring that

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.



The person specification listed below outlines the competences, knowledge and behaviour of candidates who would be suitable for this role. The two right-hand columns provide guidance as to whether these items are essential (E) or desirable (D) criteria.

		E	D
<b>Qualifications and Attainments</b>	<ul style="list-style-type: none"> <li>Studied to a minimum standard of GCSE (grade A* - C), or equivalent, in English and Maths</li> <li>Level 3 qualification</li> <li>A degree or post graduate qualification</li> </ul>	E  E	  D
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Ability to contribute to the delivery of lessons.</li> <li>High level of oral and written communication skills</li> <li>Ability to work as part of a team</li> <li>Able to work to tight deadlines, managing and prioritising time effectively</li> <li>Self-starter, with and ability to work independently &amp; use own initiative to overcome obstacles</li> </ul>	E E E E  E	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Previous paid or voluntary work with young people</li> <li>An understanding of Keeping children safe in education</li> <li>An understanding basic school organisation</li> <li>A basic knowledge of the work of a school</li> <li>Experience working with children with Special Educational Needs</li> </ul>	E E E E	    D
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>Have an openness to learning and change</li> <li>Have a positive attitude to personal development and training</li> <li>Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility</li> </ul>	E E E	
<b>Additional Requirements</b>	<ul style="list-style-type: none"> <li>This role is subject to an enhanced DBS</li> <li>May be required to work out of school hours to support the academy</li> </ul>		



**L.E.A.D. Academy Trust**

**Lead • Empower • Achieve • Drive**

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