



PRINCE ALBERT HIGH SCHOOL

RECRUITMENT PACK



UNQUALIFIED TEACHER OF MUSIC

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WELCOME FROM OUR HEAD OF SCHOOL

Dear colleague,

You are a member of a team that is building an exceptional school. We believe that the foundations of a great school are laid by doing the important things consistently and to a very high standard. Ensuring we are highly effective means that we secure a great education for our students and great development of our staff. Building this legacy necessitates a working environment where staff feel comfortable, open-minded, well-supported and motivated. This type of working environment has been created by the PA High team through:



- A belief that our school's overriding focus is on pupils' learning and the development of good character
- A belief that every child, no matter what their previous experience or background, can make rapid and sustained progress in the academic and social spheres
- A common language that is relentlessly positive, unambiguous, emotionally constant and growth-orientated
- A very clear understanding of our own role, how we do it and a deep commitment to self-reflection and improvement
- The creation of a staff team where the whole is greater than the sum of its parts because of the effectiveness of our team approach and shared vision and where each member is intrinsically motivated, shows respect for colleagues by being hardworking, reliable, open-minded, courteous and professional.
- Assuming the best in all our students, staff and parent community

Our school culture comes before everything. We know that students learn more and feel safer where there are strong classroom and school cultures. A breathtaking curriculum that has good intentions means nothing if it can't be delivered in a classroom without any interruptions. This is why we provide a focused learning culture that allows students to learn, teachers to teach and families to flourish. We set high standards for conduct both academic and behavioral as our students deserve respect and should know how to give and receive it. We have codified a PA High Way and routinely practice better habits to the point of mastery. Everything we do at PA High is immersed in purpose. We exercise purpose all the time in service to our vision of getting students to the best universities and pathways. Phillip Jackson's research (Life in Classrooms) shows that educators have about a thousand interpersonal interactions each day. This is a thousand opportunities to have a positive effect on our pupils. Every interaction is a chance to make an impact: a shared language for learning maximises this impact.

Welcome to new members of our team. We are looking forward to your contribution to the further development of our provision and of our community.

Rabia Afzal

A handwritten signature in black ink, appearing to read 'Rabia Afzal'.

OUR VALUES

Everything in our school is about purpose and that is underpinned by our three values. As a school community, we always ask ourselves: is the activity we are undertaking an activity in purpose or power? This helps us stay true to our core and exemplify our values.



Integrity

We are honest to our work, ourselves and others. We believe that there are no short cuts to success or any point in making excuses. We do the right thing because it is the right thing to do – not because we want a reward or are afraid of the sanction. We do the right thing even when others aren't watching us as we exercise self-discipline. We pride ourselves on taking personal responsibility for our actions.



Excellence

We are a community who practise excellence at every point of the day. We have the highest expectations of ourselves and each other. We view learning to be a joyful activity and view feedback as a gift. We are proud of our identity, know that we are ambassadors of our community and strive to be better than yesterday. We believe we learn better when we learn together.



Service

We believe that to lead is to serve and service brings joy. We encourage and challenge each other to be kind and graceful in every interaction. This extends beyond our school as we build networks and grow with others. We give back to our community because we believe that education and knowledge is only of true value when it helps others.

“ There is a sense pervading our school that something very special is being created here and it is one of the best schools in the country in which to learn, develop and work. ”



OUR PHILOSOPHY

Our goal to have our students sit at the top tables leans heavily on our drive to push for articulacy, vocabulary, and the art of debate. Every member of staff at PA High is a teacher of oracy and dialogue because we know that learning takes place through discourse. Therefore, it is absolutely mission critical for us that our students know the art of debate but crucially the difference between listening and waiting to speak. Whilst our curriculum endorses moments of discourse in lessons, we develop this through enrichment too. One way in which every member of staff contributes to this is to insist that students answer in full sentences that are audible and grammatically correct



We are a no shouting school

We believe that shouting is a loss of control and therefore model emotional constancy in every interaction. From the moment we issue a correction for a misdemeanor to having to speak to students about poor choices we do not raise our voice at students.



Deliberative language and choice

We pay close attention to words. We use language that is relentlessly positive, unambiguous, emotionally constant and growth-orientated



Routines are codified

At PA High, we have codified routines. We believe that structure provides consistency and clarity and that is liberating for both staff and students. Our routines are very important as they are the backbone of our culture. Effective procedures minimise disruptions and maximise time. They are consistent and efficient. Taking time getting them right, practising and refining them is a strategic investment.



Behaviour is separate from the individual

We believe that behaviour is a choice and choices can be better through coaching and practice. We model better choices through our value of excellence. We do not say a child is lazy or naughty. We say the child is choosing to make poor choices by refusing to follow instructions.



We sweat the detail on everything

From the way we walk into the building (in service to a calm start) to how we speak to each other (in service to being respectful and graceful) to how we present our work in an exercise book (in service to our value of excellence) we codify this work.



We remain close to the work

Our staff are visible and present. They exemplify and model to students in every interaction our expectations. Our students and staff exemplify excellence as a habit. Senior leaders are visible, present and modelling to staff and students the behavior that they should imbibe.

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 the school's website by clicking on the image below for the full policy:



UNQUALIFIED TEACHER OF MUSIC

PAY SCALE: £19,340 - £30,172

This is a once in a lifetime opportunity for a teacher to develop their career in a brand-new school that is fully supported by the infrastructure of a highly successful Trust (Prince Albert Community Trust).

We are looking to appoint an **Unqualified Teacher of Music** who has the vision and passion to develop our Music department and inspire the minds of our young people through the power of music. The successful candidate will be 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. 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 the 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 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

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

UNQUALIFIED TEACHER OF MUSIC

- 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.

To discuss this role further or to arrange a visit to the school, please contact the PACT HR Team via HR@the-pact.co.uk.

Further information about the school our outcomes and philosophy can be found on our [Trust's website: www.pahigh.co.uk](http://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: Sunday 16th April 2023

Shortlisting date: w/c 17th April 2023

Interview date: TBC

ROLE INFORMATION

Post: Unqualified Teacher

Salary: Unqualified Teacher Pay Scale

Conditions of Employment: 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.

Accountable to: Executive Headteacher, Head Teacher, Deputy Headteacher and Assistant Head teachers and directly responsible for any persons providing support within the classroom.

JOB DESCRIPTION: UNQUALIFIED TEACHER OF MUSIC

Job Description:

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.

Core Purpose:

To teach an assigned group of pupils within a Trust school.

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 the pupils assigned to him/her, according to their educational needs, 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

Other Activities:

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils assigned
- 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:

- Reviewing from time to time methods of teaching and programmes of work

JOB DESCRIPTION: UNQUALIFIED TEACHER OF MUSIC

- Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aim to meet needs identified in appraisal objectives or in appraisal statements

Educational Methods:

- Advising and co-operating with the head teacher 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 and 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

Curriculum Team Membership:

The class teacher will be a member of a negotiated curriculum team. The role is to:

- Contribute to curriculum planning;
- To raise/maintain the profile of the key stage
- Enhance the impact of the teaching and learning within the designated area;
- To support monitoring and evaluation;
- To participate in INSET as appropriate.

PLEASE NOTE: THIS JOB DESCRIPTION IS NOT PRESCRIPTIVE AND MAY BE REVIEWED AND CHANGED, IN CONSULTATION WITH THE POST-HOLDER, TO MEET THE CHANGING NEEDS OF THE SCHOOL

Data Protection

Ensure compliance with the Data Protection Act (2018) and General Data Protection Regulations and the Freedom of Information Act(2000).

PERSON SPECIFICATION: UNQUALIFIED TEACHER OF MUSIC

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Degree or equivalent qualification in relevant discipline 	<ul style="list-style-type: none"> Other relevant training
Professional Knowledge	<ul style="list-style-type: none"> Recent experience of work within Secondary school environment Knowledge and proven experience related to the core standards for teaching Knowledge and understanding of safeguarding issues in school An understanding of health and safety issues Ability to enhance achievement and attainment for children 	<ul style="list-style-type: none"> Experience of working with pupils with SEN and/or disabilities
Skills and Abilities	<ul style="list-style-type: none"> Excellent communication skills Able to demonstrate high quality classroom practice 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 and enthusiasm for music education Able to demonstrate an understanding of equality of opportunity in the school context An ability to manage time Ability to use Information Technology to enhance teaching Ability to use Assessment for Learning skills to enhance standards and achievement 	
Suitability to work with children	<ul style="list-style-type: none"> Value the importance of fun and creativity in learning To be flexible to the needs of the school and 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.

SPECIAL CONDITIONS OF EMPLOYMENT

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health And Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

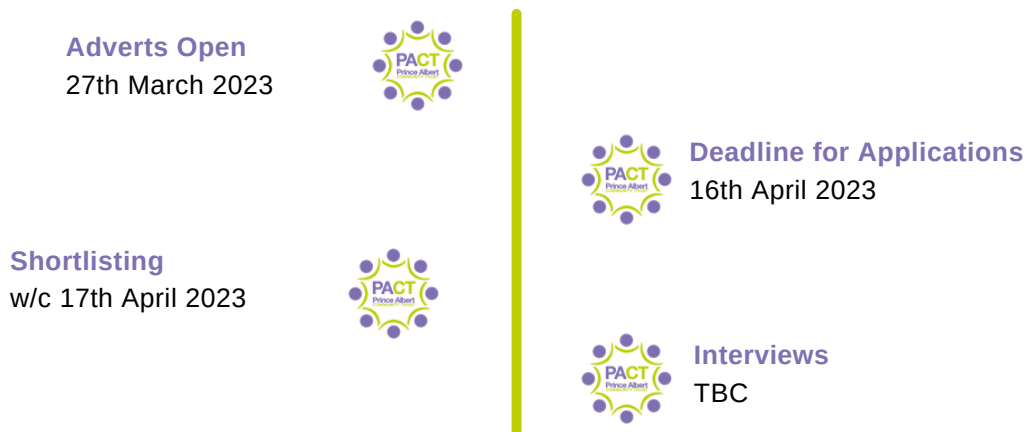
CONDITIONAL OFFER: PRE- EMPLOYMENT CHECKS

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?

Please completed application form via Careers (the-pact.co.uk). This is an exciting and very rewarding role and we look forward to receiving your application.



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 2022. 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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T: 0121 817 8952

E: hr@the-pact.co.uk or enquiry@pahigh.co.uk

W: <http://www.pahigh.co.uk>



Prince Albert High School



@PAHS_PACT

