

# Recruitment Pack



inspiration  
trust



# Welcome from our CEO



Welcome to the Inspiration Trust - a multi-academy trust based in Norfolk and north Suffolk. We support a family of 17 academies, train new teachers and offer continuing professional development (CPD) courses to teachers across the region. We also spearhead Inspiration Teaching School and Angles Maths Hub.

We believe that every child deserves an excellent education. Our family of schools collaborate, support and innovate to give every child the best start in life. We're proudly committed to improving the standards of education in the East of England.

**We care** about every child that comes through our school gates, our staff, families and wider community.

**We share** our knowledge, ideas and expertise locally and nationally. Our teachers and leaders can benefit from our CPD programme and inspire the next generation of teachers through Inspiration Teacher Training (ITT).

**We dare** to do more for our children. We believe in a knowledge-rich curriculum combined with cultural opportunities, sports, music and enrichment. We're proud to support schools in some of the region's most disadvantaged areas - we believe every child can succeed.

I'm proud to lead a trust that's so committed to ensuring every child has the best education possible. We are a family of schools - sharing, learning and collaboration is at the heart of what we do.

**Gareth Stevens**  
Chief Executive

# Our people



**Gareth Stevens,**  
Chief Executive Officer



**Rebecca Handley-Kirk**  
Primary Director /  
Director of Standards



**Louise Jackson**  
Secondary Director



**Iain Mackintosh**  
Trust Safeguarding  
Lead



**Gina Hardingham**  
Chief Financial Officer



**Cheryl Ward**  
Director of Estates and  
Health & Safety



**Liz Howard**  
HR Director



**Dan Carter**  
Director of Education

# Our principals



**Maxine Sebire**  
Principal at Charles Darwin Primary and Nursery



**Danielle Sargeant**  
Principal at Cobholm Primary Academy



**Carmel Greene**  
Principal at Cringleford Prep



**John Vincent**  
Principal at Cromer Academy



**Lucy Austin**  
Principal at East Point Academy



**Rebecca Crews**  
Principal at Great Yarmouth Primary Academy



**Dean Rosebert**  
Principal at Great Yarmouth Charter Academy



**Jane Diver**  
Principal at Hethersett Academy



**Antony Little**  
Principal at Hewett Academy



**Glen Allott**  
Principal at Jane Austen College



**Darren Hollingsworth**  
Principal at King Edward VII Academy



**Tanya Blake**  
Principal at Norwich Primary Academy



**Pete Bloomfield**  
Executive Principal at Queensway Academy



**Chris Jennings**  
Principal at Sir Isaac Newton Sixth Form



**Adam Bell**  
Principal at Stradbroke Primary Academy



**Michael Fordham**  
Principal at Thetford Academy



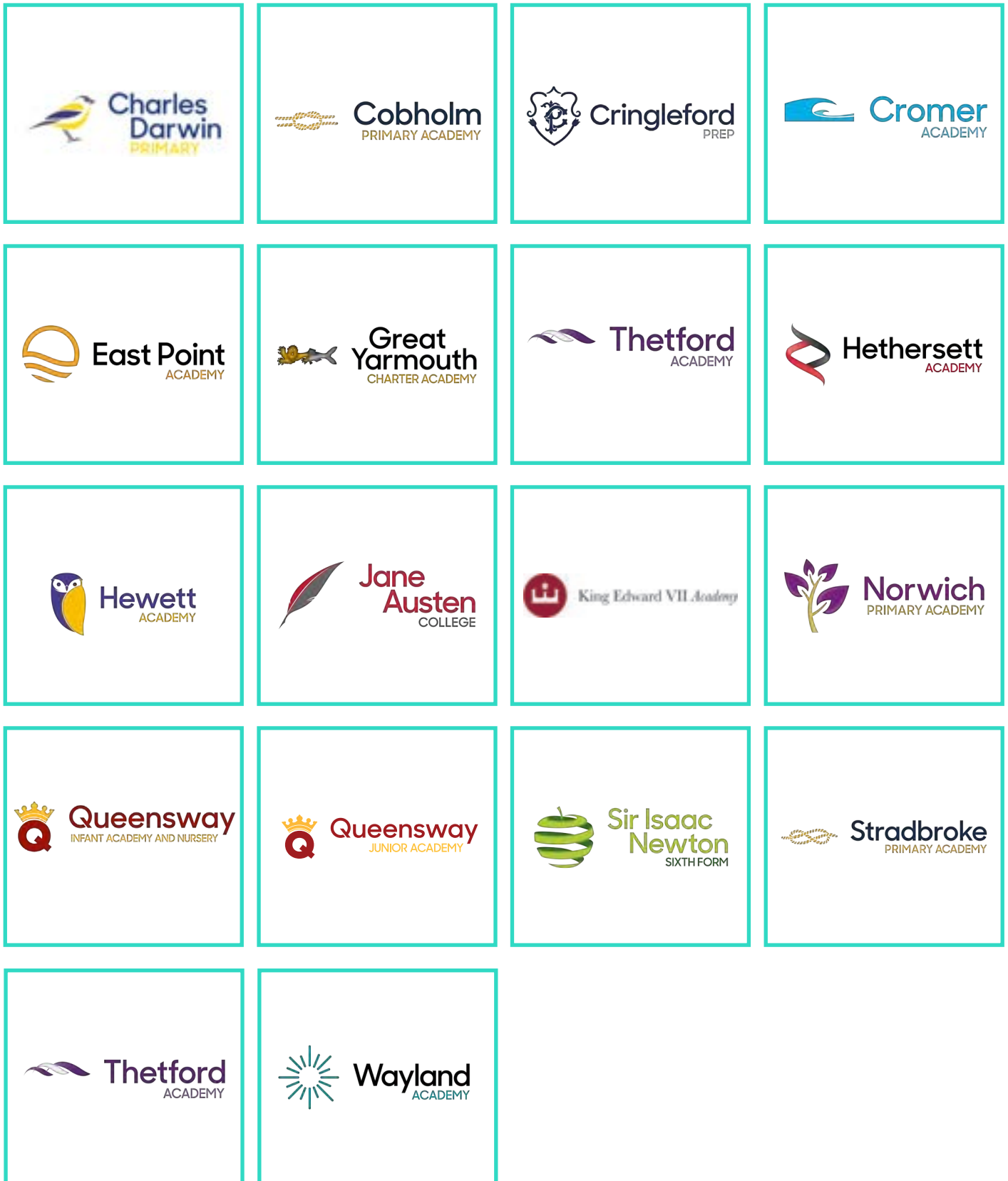
**Iain Mackintosh**  
Executive Principal at Wayland Academy



# Our family of schools

The Inspiration Trust family of schools spans across Norfolk and north Suffolk.

Each school is part of its local community and responds to the needs of its local area to provide the best possible opportunities for its young people.





# About Inspiration Trust

## Our knowledge-rich curriculum

Our trust is well known for its work on curriculum development. We were one of the first multi-academy trusts in the country to embrace the importance of a knowledge-rich curriculum.

By sharing the knowledge that has shaped society and is considered important within it, we give our children the power to shape their destination and society itself. Our curriculum is at the heart of our work to transform outcomes for the most disadvantaged children in our schools.

## Inclusion

Our vision is for truly inclusive schools, where the needs of all children are met exceptionally well, including vulnerable learners, those from disadvantaged backgrounds, those with special educational needs and the most able. We believe that every child deserves an excellent education.

Our family of schools collaborate, support and innovate to give every child the best start in life. We're proudly committed to improving the standards of education in the East of England and we aim to be a model of best practice for inclusion for all pupils, particularly for our most vulnerable and disadvantaged students.

Our approach to curriculum is inclusive and built on the premise that all learners have an entitlement to powerful knowledge and an excellent education. This is key to social equity.

Through excellent teacher training and development and the use of evidence based teaching approaches, we ensure that all learners can access the curriculum, providing additional support where needed to meet children's needs.

As part of our approach to inclusion we also champion equality and diversity, ensuring our schools are places where difference is celebrated. Our schools also prioritise pastoral support and pupils' personal development and wellbeing to ensure they are able to achieve their potential. We believe that our schools can be truly inclusive whilst also having an academic vision where children achieve highly.

## **Inclusion expertise**

Our central education team, supporting our schools to continuously maintain and improve their educational standards, includes our Director of Inclusion and a team of experts who work directly with our schools.

They work on key areas of inclusion, including:

- Pastoral support
- Improving pupil attendance
- SEND provision
- Behaviour standards
- Minimise exclusions.

## **Pastoral care**

Pastoral care is really important to our trust. Our schools work closely with students and parents to support our young people at every stage. The role of our pastoral teams is to meet the social and emotional wellbeing needs of our students through a strong support system and to help students achieve their full potential.

## **Support for children with special educational needs and disabilities**

Meeting the needs of all students is essential to the aims and principles of the trust. We want to ensure that all students with special educational needs and disabilities are integrated fully into school life and that they have correct support in place to allow them to thrive. We break down all barriers to learning and develop an environment where all children want to, and can, learn and achieve.

## **Teacher and leadership development**

We are dedicated to providing excellent professional development for our teams, so that they can change the pupil's lives. Because of this - we do everything we can to make Inspiration Trust an exciting and fulfilling place to work.

Whatever your role, there is a pathway to support your development at Inspiration Trust.

Our offer:

- Bespoke induction programmes at all levels
- Inspiration Annual Conference, including keynote speakers and workshops from leading figures in education
- An exceptional CPD offer, delivered through Inspiration Teaching School.
- Excellent CPD delivered by our central education team in essential areas such as subject knowledge and inclusion.
- Access to networks and communities across the trust.

# Inspiration Trust principles

## **Principle one – routines and preparation for adulthood**

We use routines to make school efficient and increase learning time. But, we ensure that over time this scaffolding is removed to prepare children for the independence of adulthood.

## **Principle two – social**

We raise our children to be comfortable in the social norms of most workplaces. But, we think hard about where those norms may not feel inclusive; we want our children to feel welcome.

## **Principle three – powerful knowledge**

We teach powerful knowledge so that children can understand, access and influence our society. But, we also teach critiques of this knowledge – to give our children an edge and show them that a canon is always up for debate.

## **Principle four – thinking**

We guide learning carefully to ensure all children can access the curriculum and know it. But, we also challenge children to apply their thinking to complex problems to strengthen their intellectual resilience.

## **Principle five – teaching behaviour**

We have rules and systems to ensure good behaviour so that all children can learn, disruption free. But, we realise that behaviour needs to be taught, and some children need more support to reach that standard than others.



## We asked our staff

# “What’s your favourite thing about working for Inspiration Trust?”

“Hethersett was where I was hoping to work following my degree, so I was delighted to receive and accept the offer.”

“At Charles Darwin everyone at the school has been very welcoming. It is a lovely place to work.”

“Staff are really passionate at Hewett Academy and I really wanted to be a part of a professional, caring team in a school where the children are at the heart of the learning process.”

“The support from my school and higher up in the Trust has been phenomenal and CPD (Continuous Professional Development) options have been fantastic.”

“I’ve had a great experience with the Trust and there are lots of CPD provisions.”

“My decision to become a teacher was to be the teacher I never had but always wanted. Being at Thetford Academy lets me see students having the education that I wish had been accessible to me.”

“I am proud to work in a school where pupils come to learn, where staff enjoy teaching, and most importantly where everyone works together to provide the foundations of a happy learning environment.”

“I cannot think of a better place to work!”

“The school and the Trust are incredibly supportive of staff when they are facing difficult life circumstances.”

“I joined East Point Academy in September. The HR (Human Resources) team ensured that the transition period was as smooth as possible and are always on hand for any questions.”



# Living in East Anglia

East Anglia is a diverse region rich in natural beauty, heritage, culture and entertainment. Norwich was cited in *The Times* as one of the top places to live in the UK in 2022. There really is something here for everyone.

Norwich is a city of culture, with its rich history of art and writing, strong heritage, iconic buildings, castle and cathedrals as well as being a city of science - hosting some of the leading centres for life science research in the world.

Norwich has been named in the Top 10 UK shopping destinations with its two large shopping centres, one of the largest open-air markets in the country, and hundreds of boutique local shops.

East Anglia hosts some of the country's most stunning beaches and boasts hundreds of miles of rivers and lakes, much of which forms the world-famous Norfolk Broads. The sheer beauty of the region has been said to make Norfolk one of the happiest places to live owing to its abundance of wide open-spaces, and its crisp clean air away from the hustle and bustle.

The area is a nature lovers' haven, including Cley Marsh, named as one of Sir David Attenborough's favourite places to visit in the world. Norfolk is also home to several National Trust and English Heritage properties including the beautiful Blickling Estate.



East Anglia is also well connected. There are regular trains to Cambridge, Ely, the Norfolk Broads and the Coast, and a twice hourly train to London that takes under 2 hours. Norwich also has an international airport. While parts of Norfolk might not be as flat as you are led to believe, it is a cyclist's heaven. West Norfolk is full of straight, flat roads, lined with fields. East Norfolk offers some great cycle routes between pretty seaside towns, while North Norfolk is famed for its rolling hills. There is beautiful scenery, a relaxed way of life, compact urban centres, and rich culture and heritage, East Anglia has something to offer everyone.

Life in East Anglia is also exciting at the same time, with Norwich showcasing amazing restaurants, pubs, clubs, and bars including Benedicts, a modern British restaurant, opened by chef Richard Bainbridge in 2015.

For music and arts lovers, Norwich has a fantastic music scene that has attracted bands from all over the world to its many venues in the city. It also hosts Norfolk & Norwich Festival, an Arts and Literacy focused festival collaborating with communities, schools and artists to bring events and projects to the East of England.



# Planning your application

Before you make your application, you should carefully read the job advert and assure yourself that you can provide sufficient evidence of the criteria listed. It is worth noting that anyone who is deemed unable to provide sufficient evidence against the criteria listed in the job or does not fully complete the application may not be able to progress through the application stage.

You should plan the completion of your application; being mindful of the closing date for the vacancy.



## Job description and person specification

Please read the job description and person specification attached to the advert carefully, as these outline the responsibilities as well as essential and desirable expectations of the role.

It is important you can demonstrate in your application that your knowledge, skills, and experience meet the essential and where possible, desirable criteria in the person specification. It is also important you can provide evidence you can undertake the duties in the job description and provide examples.

We cannot make any assumptions about your knowledge, skills and experience so the information you provide is vital for us to decide whether

to shortlist you for an interview.

If you do not include examples of how your skills and knowledge match the criteria of the role it is unlikely the recruiting panel will be able to shortlist you for interview.



## Application form

Our application form contains a specific set of questions that you need to answer. These questions comply with Keeping Children Safe in Education (KCSiE) guidelines.

Please provide your **complete** employment history in chronological order, including self-employment and periods of voluntary work since leaving full time education.

When completing your application form please provide information regarding your eligibility,

education and employment history.

Please provide evidence, in the form of real examples, of your skills, experience and ability listed within the job advert. This is the most important part of your application form as it will be assessed by the recruitment panel. If the panel agree that you have provided sufficient evidence against the criteria, your application will progress to the next stage.

Where there are gaps in your employment history, please complete the relevant sections on the application and provide reasons for the gaps on the second part of the application form.



## References

To comply with KCSiE, all offers of employment are subject to satisfactory references to cover a **minimum** of the last five years.

Please ensure you provide complete contact details for at least two professional referees, one of whom should be your current or most recent employer the second should be your second most recent employer.

**If** two referees do not cover the period of the last five years, please **add** further referees to your application to cover the five-year period. **Please make sure that the referees details you provide cover at least the last 5 years.**

Referees needs to be a senior person of appropriate authority.

Please do not include friends or relatives. For education staff the primary referee should be your school's Principal/Head.

If you have only had one employer in the previous five years, please provide two referees from your current employer (i.e. Principal and Head of Department, for Education Staff or Line Manager and HR Department for other sector employers).

Please ensure you provide full details of your referees, including a business email address. We cannot accept personal or verbal references, but we may seek to talk to your referee to clarify information given in their written reference.

**Delays in accessing references can delay your start date.** Please advise your nominated referees that the

Trust will be contacting them for a reference.

If you have any questions relating to referees, please contact recruitment before submitting your application at:  
Recruitment@inspirationtrust.org



## Qualifications

On your application, please list your qualifications with the oldest first. If the Job Description asks for specific qualification requirements, it is important these are identified on your application form.

All specific qualifications are verified by the recruitment team should you be successful.



## Overseas qualifications

If you have gained a qualification overseas and are unsure about its equivalence, please contact the Recruitment Team before submitting your application at:  
Recruitment@inspirationtrust.org



## Next steps

If you are shortlisted for interview, you will be sent an email containing details of the interview, alongside any details of any preparation you need to do in advance of the interview.

The email will also include a link for you to confirm your attendance or select an interview time, if relevant.

If you are an external candidate, you will be asked to bring at **least three documents** to your interview to prove your right to work in the UK and to allow us to complete an enhanced DBS (Disclosure and Barring Service) check. If you are not successful, please note that copies of this ID will be disposed of confidentially.

**DBS Update Service** – If you are on the DBS Update Service, please bring your original DBS Certificate with you, so that we are able to verify it against the DBS Update Service.

**Reasonable adjustments** – If you require any adjustments to make sure your interview process is accessible and inclusive please inform the recruitment team.



# How to apply

Please complete the application form fully which can be found on our website at [inspirationtrust.org/vacancies](https://inspirationtrust.org/vacancies)

If you have any questions relating to the post or application process, please contact our Recruitment team on **01603 733438** or [recruitment@inspirationtrust.org](mailto:recruitment@inspirationtrust.org)

If you would like to have an informal chat about any of our posts, please do get in touch. We may need to arrange for you to speak to a member of the relevant recruitment panel.





# Tips for your interview

Interviews take place face-to-face. You will be provided with information, in advance, of what the interview will consist of and whether you need to prepare anything in advance.

## The interview process

During the interview, we will take every opportunity to find out if you are the right person for the role, and we are the right employer for you, it is a two-way process. The interview is an opportunity for you to find out more about the Academy or Central Services and those who work here.

The interview will offer you an opportunity to demonstrate your potential to meet the requirements of the post.

Some or all of the following activities and procedures may be used:

- Welcome and Right to Work, Qualifications and DBS ID checks
- A formal interview
- A task which may include a practical piece of work which is related to the role, for example time management or an in-tray exercise
- A presentation
- A tour of the School
- Observed discussion with selected members of staff or learners on specific topics or area of leadership and management
- Observation of teaching

Inspiration Trust is fully committed to safeguarding and promoting the welfare of young people. The interview will also include a section where suitability for working with young people will be explored.

## The panel of interviewers

There will be a panel of interviewers. Interview panels are made up of senior staff.

A minimum of one person on the panel will have undertaken Safer Recruitment Training. In making the final decision whether to appoint, the following good practice guidelines will be observed:

- The chair of the interview panel will seek each panel member's assessment of each candidate and use these to inform the final decision.
- Sufficient time will be given for the panel to deliberate on the decision.
- The method of reaching a decision will include discussion and scoring against each question.
- All papers relating to the interview process will be collated and a copy held electronically confidentially, and all other copies shredded.

# Successful candidates

All successful candidates will have pre-employment checks undertaken for their eligibility of right to work in the UK, an Enhanced with Barred Lists DBS check, satisfactory references to cover a minimum of the last five years, a Childcare Disqualification check, satisfactory checks on the Teaching Regulatory Agency and medical clearance. Offers are conditional on successful completion and passing of these checks.



## Criminal convictions

We undertake not to discriminate unfairly against applicants on the basis of a criminal conviction. Unless an appointment is prohibited by law, a criminal conviction will not automatically debar you from appointment but is dependent upon the context and circumstances of the offence.

Information that you provide within your application may be discussed with you at interview, please note that any information will be treated confidentially and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Please note if anything is revealed on an Enhanced DBS which has not been declared in your application, or at the interview, any future risk assessment regarding your suitability to work within the Trust would need to clarify why the issues were not raised and may result in a

job offer being withdrawn.

Please be aware that an enhanced DBS check shows spent as well as unspent convictions and cautions. An enhanced check will also show inclusions on the children's and/or adults' barred lists.

Local police forces may also release extra information about you as part of their checks.



## References

To make sure your onboarding can be processed without undue delay, we will contact your referees electronically via the business email you provided in your application form.

If you have not provided enough referees in your application form to cover the last five years, a Recruitment Officer will contact you so we can obtain the missing details as soon as possible.

We may ask you to contact your referees to help us obtain references promptly.

If there are any discrepancies in the dates of employment you have provided and those provided by your referee, we will contact you to seek clarification.



## Childcare disqualification

There is a DfE (Department for Education) requirement for schools to confirm that staff are not disqualified from working with children. To enable us to make this check, alongside your DBS, you will be asked to complete a Childcare (Disqualification) Regulation Check Form so that you can confirm that you are not disqualified from working with children.



## Living or working overseas

If you have been resident outside of the UK for three months or more, either living or working, over the past five years, we would also require you to have completed a criminal record check in the relevant countries.



## Medical clearance

Information supplied during your onboarding may be referred to our Occupational Health provider for further assessment.

You are expected to cooperate with the Occupational Health provider if required so that clearance for your employment can be given swiftly. We may have to delay you starting employment without proper medical clearance.

## Pre-employment checks

Your Recruitment Officer will complete your pre-employment checks as swiftly as possible but delays, outside of our control, may result in us having to delay your commencement date. We will contact you if we think this is likely.

## Confirmation of clearance to start employment

As soon as your pre-employment checks are completed, and you are cleared to start work the Recruitment Team will send you a **"Welcome Email"** confirming the arrangements for your first day. You will not be able to start employment until you receive this email. This email will also be sent to your line manager, Principal/Head of Department, School PA, and your HR Advisor.

The welcome email will also include links to some mandatory training, which you should try and complete before your start date. Please confirm to the recruitment team, via email that you have completed the training so that your training records can be updated. Due to audits, we cannot accept verbal confirmation.

As we are keen to understand our recruitment processes and interested in the quality of your experience and any information/communication you received, we will issue an onboarding survey as part of the welcome email. Any information you provide will be used to improve our service. We thank you in advance for your feedback.

## Induction

Once the welcome email has been sent, your HR Advisor will contact you to arrange an HR induction. This usually takes place during your first week of employment. Your Line Manager will also complete a school/department induction with you, starting on your first day and continuing through your first few weeks of employment. Your HR Advisor and Line Manager will complete an Induction Programme Checklist with you to ensure that everything expected is covered during your induction.