



**ACES ACADEMIES TRUST**



**APPLICATION PACK  
FOR  
YEAR 4 TEACHER  
(MATERNITY COVER)**



Dear Applicant

Thank you for your interest in this post.

Before you complete the application form, please read our application pack carefully. This pack contains vital information about the position you are applying for, the school, the application process and guidance on the recruitment of ex-offenders.

The application form can be downloaded from the school's website, or you can email a request and we will send it to you, either electronically or, on request, in hard copy. Please read all the relevant information before you complete your application form. Once completed, you should return the completed application form to:

**Human Resources Team**

**ACES Academies Trust**

**Hinchingsbrooke School**

**Brampton Road**

**Huntingdon**

**Cambridgeshire PE29 3BN**

[recruitment@acesacademiestrust.co.uk](mailto:recruitment@acesacademiestrust.co.uk)

**You must address all the relevant selection criteria stated in the person specification throughout your application form. Please use the letter of application to support your application by addressing key points.**

**In addition, please submit a document of no more than 2 sides of A4 explaining *your vision for 21<sup>st</sup> Century curriculum provision, within the context of Cromwell Academy.***

The deadline for applications is **Tuesday 17<sup>th</sup> April 2018.**

Please note that if you return your application electronically, it is not necessary to follow it up with a paper copy as well. If you are invited for an interview, we will ask you to sign a copy of your application then.

**Please DO NOT send us your CV as it is not going to be considered.**

If you wish receipt of your application to be acknowledged, please make sure that you advise us in your email or enclose a stamped self-addressed envelope with your returned application.

Short-listing for the post will take place shortly after the closing date and you will be notified of the outcome in due course.

We welcome applications from all sections of the community and we carry out diversity monitoring in order to help us monitor our recruitment processes and establish whether we offer real equality of opportunity for our prospective and existing staff. The personal information requested in our monitoring form (via our website) will help us to ensure that our policies and practices are fair and effective. The monitoring form will not form part of the selection process and the information provided will be treated in strictest confidence and processed in accordance with the Data Protection Act 1998. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

We will make sure, whenever possible, that the application process is adapted to suit the needs of applicants who have a condition that gives them rights under the Equality Act 2010. If you have difficulties or are unable to complete the application form because of a DDA condition, please contact us as soon as possible to discuss in confidence.

In the meantime, if you have any queries or you experience problems with accessing the relevant documents, please do not hesitate to contact the Debbie Warner on 01480 375675 or email to: [recruitment@acesacademiestrust.co.uk](mailto:recruitment@acesacademiestrust.co.uk)

## **CROMWELL SCHOOL – From the CEO (Part of the ACES Multi-Academy Trust)**

Thank you for your interest in Cromwell Academy.

Cromwell Academy is a one-form entry primary school, which feeds into Hinchingsbrooke School and is situated on the Hinchingsbrooke estate.

The catchment area for the school comprises supportive families interested in education. It became an Academy in 2014 and, since 1<sup>st</sup> January 2018, has become sponsored by Hinchingsbrooke School as, together, they have set up a new Multi-Academy Trust, called ACES.

### **A Aspiration C Creativity E Excellence S Success**

***(The branding and website for the ACES Trust is in development and we expect it to launch around Easter)***

This is a particularly exciting time to consider leading this school, as we are in the very early stages of developing our MAT and there are plenty of opportunities to help shape the future direction of our work together.

We are lucky in ACES to have the support of our sponsor, Brian Message, and you can read more details about him and his hopes for the Trust later in this document. Similarly, a copy of the vision, values and aims of the Trust is included later.

**We are seeking to appoint an ambitious, knowledgeable and passionate primary leader to act as an outstanding role model and team player. As the first primary school in the Trust, there is every opportunity for the person appointed, not only to lead the school to excellence, but also to influence and develop best primary practice across the Trust as it grows.**

Turning now to the school itself:

**The school's stated vision is 'Committed to Achieving'** and from the current documentation, some of which is copied below, you will be able to get a flavour of the values and vision within the school at the present time.

#### **Cromwell Academy: Our Aims & Values**

**At Cromwell Academy we all strive:**

- to build strong relationships and work in partnership to develop children who feel comfortable, safe, confident and valued;
- to ensure every child has an equal opportunity to succeed and achieve;
- to develop independent lifelong learners;
- to create memorable experiences for the whole community.

At Cromwell Academy we pride ourselves on working closely with parents/carers, so that our children receive an outstanding education and develop an enthusiasm for life-long learning. Importantly, we believe that all of our children at Cromwell Academy have potential and that it is our goal to unlock it together.

As an Academy, we are given the freedom from following the National Curriculum (except English, Mathematics and Science) and this therefore gives us the unique opportunity to define learning that prepares our remarkable young people for their future.

Central to our vision for learning is to promote a desire in our children to be the best they possibly can be and to prepare them for the future by developing, not only their personal and academic skills, but also a sense of responsibility and respect for themselves and others.

Successful learning depends upon children feeling safe, happy, confident and valued within a stimulating learning environment; they need to experience compassion, humour, understanding and empathy. Children can then build on their talents and use them to enhance learning for others.

We believe that every child has a talent for something and deserves the opportunity to develop it! Ambition should be built on dreams and should only be limited by imagination, not by the fear of failure. We want our children to embrace challenges and not shy away from them, to learn from experiences as well as developing a knowledge of facts, so that they are being prepared for adulthood and life, as well as the next stage in their educational journey.

A stimulating and dynamic curriculum is essential to achieving these aims. One that they can embrace, enjoy and in which they can immerse themselves, so that they develop an eagerness for more. This intrinsic motivation and love for learning then leads them to work harder and to achieve.

It is our vision and hope that, as our children move on to the next stage of their education, they have begun to develop their self-awareness, and the skills of self-motivation, self-discipline and self-regulation which help to grow their self-confidence which, in turn, supports their sense of self-worth. In this way they are equipped for the challenges of the future and are '**committed to achieving**'.

Part of the aspiration of the ACES Trust is to develop innovative, cross phase curriculum initiatives and to promote similar approaches to teaching and learning between Cromwell and Hinchbrook, which together, will remove some of the barriers typically associated with primary/secondary transition.

Cromwell Academy children 'love their school' and many are very talented young people who enjoy sharing their skills and talents with the staff, their peers and the community. As a child in Year 4 commented recently, "My school is just brilliant."

We are a dynamic organisation committed to developing all of our staff and we welcome strong applications.

If you have any questions, or would like to visit before deciding whether to apply, we would welcome an enquiry and to meet you. For a copy of the full Ofsted report and additional information, please refer to the school website: [www.cromwellacademy.com](http://www.cromwellacademy.com)



**Andrew Goulding**  
CEO of the ACES Academies Trust (ceo@acesacademiestrust.co.uk)

**Paul Hull**  
Chairman of the local governing body

## **EQUALITY AND DIVERSITY<sup>1</sup>**

The Directors of ACES Academies Trust are committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit.

We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief. (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

## **SAFER RECRUITMENT<sup>2</sup>**

ACES fully recognises the responsibility it has under section 175 of the Education Act 2002 to have arrangements in place to safeguard and promote the welfare of children.

Through their day-to-day contact with students and direct work with families, staff at the schools have a crucial role to play in noticing indicators of possible abuse or neglect and referring them to Social Care via the Cambridgeshire Direct Contact Centre (Designated Person for Child Protection to refer).

Our Safeguarding and Child Protection policy sets out how the school's governing body discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children who are students at the school.

## **PREVENTING UNSUITABLE PEOPLE FROM WORKING WITH CHILDREN**

The Trust will operate safer recruitment practices including ensuring appropriate Disclosure and Barring Service checks and reference checks are undertaken according to the DfE document 'Keeping Children Safe in Education' (July 2015).

Any allegation of abuse made against a member of staff will be reported straight away to the Principal. In cases where the Principal is the subject of an allegation, it will be reported to the Chair of Governors.

The Trust will consult with the Named Senior Officer in the event of an allegation being made against a member of staff and adhere to the relevant procedures set out in Keeping Children Safe in Education (part 4) and the school's Personnel Manual from EPM Ltd.

The Named Senior Officer will advise on all further action to be taken. Please note that the Principal or Chair of Governors should not seek to interview the child/ren involved until advice has been sought. Doing so may compromise any police interviews that may be necessary.

The Trust will ensure that any disciplinary proceedings against staff relating to child protection matters are concluded in full even when the member of staff is no longer employed at the school and that notification of any concerns is made to the relevant authorities and professional bodies and included in references where applicable.

The Trust will ensure that all staff, paid and unpaid, are aware of the need for maintaining appropriate and professional boundaries in their relationships with students and parents/carers as advised within the Local Authority's Code of Conduct. As part of the Induction process, all staff will receive guidance about how to create appropriate professional boundaries with all children, especially those with a disability or who are deemed vulnerable. All staff will have read and signed to confirm they have read the DfE Keeping Children Safe in Education (September 2016, part 1) and Working Together to Safeguard Children (March 2015).

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<sup>1</sup> Extract from our Equality policy 2012

<sup>2</sup> Extract from the School's Safeguarding and Child Protection policy dated January 2016

The Trust will ensure that staff and volunteers are aware that sexual relationships with students aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of trust). Staff will also be made aware as part of Induction about how to report inappropriate sexualised behaviours to the Headteacher/Principal or Designated Person to follow up with Social Care teams. Staff who work within a school have a duty of care to model appropriate social behaviours and to ensure that the professional role of trust is not abused.

## RECRUITMENT OF EX-OFFENDERS<sup>3</sup>

In accordance with the Criminal Records Bureau Code of Practice this policy is made available to all Disclosure applicants at the outset of the recruitment process. The full CRB Code of Practice is available at [www.disclosure.gov.uk](http://www.disclosure.gov.uk).

- As an organisation which uses the Disclosure and Barring Service (DBS), the Governing Body of the school complies fully with the CRB Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all job applicants will be subject to a criminal record check from the DBS before the appointment is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- A Disclosure will only be requested from the DBS for those positions where a Disclosure is required. All application forms and recruitment information will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. This information should be sent under separate, confidential cover. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- We ensure that people at the school who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.

**Having a criminal record will not necessarily bar you from working in the Trust.** This will depend on the nature of the position and the circumstances and background of your offences.

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<sup>3</sup> From the School's Policy statement on Recruitment of Ex-Offenders December 2010