



The Bramble Academy

EYFS Teacher

**0.6 FTE – 3 days per week
(MPS/UPS + TLR2a pro rata)**

Required January 2018

Job Application Pack

Introduction to The Evolve Trust



“The Evolve Trust aims to create a family of academies in the Mansfield region and beyond, enabling an increasing number of children and young people to fulfil their potential and providing them with greater access to a diverse range of opportunities when they leave school”.

We are committed to providing exceptional learning opportunities and outstanding educational outcomes for all our pupils in the Mansfield locality and beyond. Our aim is for every child and young person to benefit from a world class education, one which inspires our schools' communities to achieve more than they thought possible. Our commitment to these aims is evident through our working practices, which focus on making the difference to the life chances of all our pupils and students.

Academy staff and students work and learn together as our practice is continuously improved to bring about the changes required to deliver on our ambitious aims. As a Trust, we prioritise achievement and inclusion by valuing individuals. We meet these priorities by excelling in putting in place, for both students and staff, personalised learning pathways and pastoral care that seeks to address barriers to learning experienced by anyone.

A handwritten signature in black ink, reading 'Claire Marie Cuthbert'.

Claire Marie Cuthbert
CEO for the Evolve Trust

Letter from the Headteacher

Our Vision:

“To open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”

Dear Candidate

Thank you for your interest in applying for this role. We are a community primary school, having 230 children, including our nursery, on roll - and we think that they are all fantastic! From gardeners to writers, explorers to sports people (sometimes all in the same day!) our children make this school a happy place to be. We believe in opening minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life.

We are currently going through an exciting period of change and development as part of The Evolve Trust. With a new and exciting curriculum, friendly and knowledgeable teachers, and a lovely outside and inside environment, we think that we can offer you an excellent opportunity in the next stage of your career.

If you are up for the challenge of being an EYFS Teacher with shared responsibility for overseeing the EYFS phase within our school then we would love to have your application. Please find enclosed the relevant Job Description, Person Specification.

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org. Applications can also be submitted by post, for the attention of the HR Department, to the following address:

The Bramble Academy, Oxclose Lane, Mansfield Woodhouse, Mansfield, Nottinghamshire, NG19 8DF.

If you would like to visit our school we would be more than happy to show you around. Please contact Ann Sinclair, School Office Manager at office@bramble.evolvetrust.org or 01623 635928 to make an appointment. We look forward to hearing from you.

With Best Wishes



Mr Simon Sharp
Headteacher

EYFS Teacher
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(MPS/UPS + TLR2a pro rata)
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We are seeking to appoint an EYFS Teacher with shared responsibility for overseeing the EYFS phase within our school. The successful candidate will join a dedicated team seeking to improve the outcomes and lives of all children in the community we serve.

We are looking for someone who:

- Has skills and experience to secure rapid improvement in children's learning and progress.
- Shares the drive and determination to make a real difference in the life chances of all our children.
- Has the patience and empathy for children who may sometimes struggle with their learning along with the high expectations to ensure they succeed

We can offer you:

- Wonderful children!
- A leadership team who are committed to excellence and innovation
- A friendly, welcoming staff
- The right resources and support to develop our children

How to Apply

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**The Bramble Academy
Oxclose Lane
Mansfield Woodhouse,
Mansfield,
Nottinghamshire,
NG19 8DF**

Application forms

These can be downloaded from the school website www.bramble.evolvetrust.org. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 9.00am on 01 December 2017.

Interview

Interviews will be held on the week commencing 04 December 2017.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.

**The Evolve Trust, Ransom Hall South, Southwell Road West, Rainworth, Mansfield,
Nottinghamshire, England, NG21 0HJ**

Tel: 01623 676372 e-mail: jobs@evolvetrust.org

Job Description

Post Title:	Key Stage Leader
Reporting to:	Headteacher
Working time:	195 days per year
Salary Grade:	MPS/UPS + TLR 2a
Disclosure Level:	Enhanced

Purpose:

- To work with the Deputy Headteacher responsible for Teaching and Learning on developing creative and effective teaching and learning strategies within the Key Stage and tackle underperformance.
- To work with the Deputy Headteacher responsible for Teaching and Learning on developing the quality of provision and curriculum within the Key Stage and undertake quality assurance of this work
- To, jointly with the other Key Stage Leaders, be responsible for transition arrangements into and out of the Key Stage
- To take responsibility and accountability for the day to day management and organisation of the Key Stage
- To secure the raising of standards across the Key Stage
- To be a member of the school's Senior Leadership Team

Duties – General:

- To work in accordance with the school's statement of aims and values and implement strategies within policies adopted by governing body.
- To help to raise achievement and aspirations of the pupils by providing challenge, opportunity and recognising and celebrating successes.
- To liaise effectively with parents, external agencies and Governors.
- To carry out the general and specific professional duties as set out in the current 'school teachers' pay and conditions document' and teachers standards.
- To 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 to follow this example.
- To undertake supervision duties.

Duties –General for Senior Leadership:

- To contribute and uphold to a clear vision for an effective school and help to identify priorities, set objectives, cost, monitor and evaluate an on-going improvement plan to be presented to governors, staff, pupils and parents.
- To initiate and manage change and secure ongoing improvement to develop the school and the staff.
- To undertake monitoring and evaluation activities to ensure standards are met and appropriate intervention put in place for identified areas of weakness.
- To contribute to the day to day operation of the school including supporting the Headteacher in resolving any issues that may arise as, e.g. parental concerns, safeguarding issues, etc.

- To support the Headteacher in the implementation of the Trust's appraisal policy and be an appraiser.
- In absence of Headteacher, to undertake cover as necessary.

Duties – Specific:

The following roles and responsibilities are not exhaustive, but give an outline of the tasks the post holder is responsible for. They do not necessarily carry out all the tasks themselves, but they ensure that the tasks are being completed

- Encourage pupils' motivation and enthusiasm, securing positive attitudes to learning and high standards of behaviour across the Key Stage
- Monitor, evaluate and review pupils' progress, achievement and attainment across the Key Stage and ensure appropriate action plans are in place where issues are identified.
- Monitor, evaluate and review the quality of learning and teaching in the Key Stage in accordance with school policy.
- Challenge underperformance of learning and teaching in the Key Stage by promoting a high challenge high support culture.
- Support curriculum leaders in the development and implementation of curricular and cross curricular initiatives.
- Support teachers, support staff and the Inclusion team to promote inclusive teaching methods.
- Support the pastoral care of pupils in the Key Stage
- Liaise closely with other Key Stage Leaders to ensure continuity and progression across the Key Stage
- Have a detailed professional knowledge of the Key Stage including an understanding of the knowledge, progression of childhood development
- Be accountable for the work of teachers and support staff within the Key Stage
- Monitor, evaluate and review the quality of learning and teaching in the Key Stage and share judgments with teaching and support staff as appropriate.
- Develop and improve subject knowledge and pedagogy within the Key Stage.
- Ensure the promotion of methods that enable all pupils to learn effectively.
- Enable colleagues to challenge and inspire pupils, expecting the most of them, so as to deepen their knowledge and understanding of the curriculum within the Key Stage
- Take responsibility for the induction of new staff in the Key Stage.
- Identify key professional development needs and ensure that these needs are addressed through the provision of high quality coaching and mentoring.
- Contribute to continuing professional development (CPD) activities with particular reference to Key Stage issues
- Disseminate examples of 'good practice' in learning and teaching, effective planning and provision across the Key Stage

Other Specific Duties:

- To play a full part in the life of the community, to support its aims and objectives and to encourage staff and children to follow this example.
- To support the academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies and ensure compliance.

General:

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.

Safeguarding:

- This post is subject to an enhanced Disclosure and Barring Service check.

- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.
- Record and report concerns following the Trust Safeguarding policy.
- Complete safeguarding level 1 training at least once every three years.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited to:
 - Reporting damaged, broken or missing equipment/property to an appropriate person i.e. departmental link, site team, headteacher etc.

Continuing Professional Development:

- To participate in the Trusts Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

The Trust 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.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the CEO. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Person Specification

Key Stage Leader

- The person specification is used by the selection panel to identify the attributes a successful candidate will need to bring to the post.
- Those marked E are essential and must be met in order for a candidate to be shortlisted for interview or appointed to the post.
- Those marked D are desirable and will strengthen a candidate's likelihood of being invited to interview or appointed to the post.
- All other abilities and aptitudes will be judged 'by degree' from application, references and interview activities to guide the selection panel in appointing a candidate who is personally and professionally suited to successfully filling this particular post.

A = application form/letter I = interview process R = reference

Candidates should ensure that they will satisfy the essential elements before applying and ensure that they construct their letter of application to include the areas requested in the details sent to potential candidates.

CATEGORY		EVIDENCE
QUALIFICATIONS		
Qualified Teacher Status	E	A
Recent CPD relevant to the post	E	A
EXPERIENCE		
Successful teaching experience in the primary phase	E	A/R
Successful relevant leadership experience	E	A/R/I
Experience of leading and supporting staff to be successful in optimising attainment and progress of children	D	A/R/I
Experience of working with children with barriers to learning	E	A/R/I
Excellent behaviour management skills.	E	A/R/I
Experience of liaison with external agencies or partners	D	A/R/I
Experience of presenting information to Governors, and supporting their role as a "critical friend"	D	A/R/I
Experience of supporting the management of significant organisational development & change	D	A/R/I
Experience of contributing to policy development and review	D	A/R/I
LEADERSHIP & MANAGEMENT		
A clear vision of excellence of Primary education and the ability to lead by example	E	A/R/I
Some proven ability to develop, empower and sustain individuals and teams	E	R/I
Ability to lead, coach, inspire and challenge staff and secure accountability	D	R/I
Some understanding of the strategic role of the Governing Body and have the ability to work effectively with governors	D	A/R/I
Ability to develop and maintain good professional relationships with children, staff and parents	E	R/I
Ability to lead and inspire all children with a sense of the intrinsic joy of learning and their own ability to succeed	E	R/I
A belief that every child can learn and achieve	E	A/R/I
Rigorous use of assessment and tracking data to inform and shape teaching provision in order to ensure that children of all levels of ability achieve their full potential and beyond	E	A/R/I
Management and experience of dealing effectively with personnel issues	D	R/I
Resilience and motivation to support the lead within the school through day to day challenges whilst maintaining a clear vision and direction	D	I
APPROPRIATE PROFESSIONAL KNOWLEDGE & UNDERSTANDING		
Excellent classroom practitioner with personal impact and presence.	E	A/R/I
Up to date knowledge of the primary and foundation curriculum.	E	A/R/I

Wide knowledge of effective teaching methods and strategies	E	R/I
A proven ability to raise educational standards and a commitment to high standards of achievement.	E	A/R/I
Up to date knowledge of assessment and tracking.	E	A/R/I
Ability to demonstrate knowledge of current curricular and educational issues / relevant legislation.	E	I
A clear understanding of teaching and learning issues and a commitment to best practice.	E	A/R/I
Innovative and creative approach to teaching and learning.	E	A/R/I
Excellent oral and written communication skills with an ability to negotiate at a variety of levels.	E	A/R/I
Ability to analyse information from a wide variety of sources and solve complex problems.	D	R/I
Knowledge of equal opportunities and commitment to their pursuit	E	A/R/I
PERSONAL ATTRIBUTES		
High personal standards of integrity.	E	A/R/I
Experience of teaching in more than one phase of education	D	A/R/I
Enthusiasm, vision, drive, adaptability and resilience.	E	A/R/I
Excellent critical thinker with intellectual curiosity and rigour	E	I
Deep commitment to a collegiate approach and to working with others as a means of securing best outcomes for children	E	A/R/I
Skilful management and understanding of how to secure strong relationships with other staff and a wide range of stakeholders	E	R/I
Commitment to personal development	E	A/R/I
Relishes accountability and takes responsibility for their own actions	E	A/R/I
Ability to manage time effectively, to prioritise and to meet deadlines	E	I/R
Be flexible in order to meet the demanding nature of this role	E	I/R
Ability and willingness to work collaboratively and supportively with the school team and wider partnerships.	E	A/R/I
An understanding of confidentiality.	E	I/R
SAFEGUARDING		
Evidence of up to date safeguarding training	D	A
To be aware and understand the Safeguarding Duties and all associated legislation and promote actively at all times along with the Head Teacher and Governing Body.	E	A/I
An understanding of the school's role in keeping pupils and staff safe	E	A/I/R
An enhanced DBS check and satisfactory completion of barred by association checks in line with current legislation	E	