



## CANDIDATE INFORMATION BROCHURE



**Shafton**  
Primary Academy



**Academies  
Enterprise Trust**  
To make our best better

To inspire young people to make their best better



## Welcome from the Headteacher

Welcome to Shafton Primary Academy and thank you for your interest in our school. Shafton village is a small rural community easily reached from Wakefield, Barnsley, Rotherham and Sheffield.

Here at Shafton, we are a proud member of the Academies Enterprise Trust (AET) and have just been judged as a good school with outstanding leadership and outstanding Early Years.

Our very creative staff have a real love of teaching and we are looking for a future member of our team who can develop that sense of awe and wonder in children. The children at our school are happy, confident, fun-loving and energetic. They are passionate about their learning, be it in the traditional classroom or through drama, music, dance and painting. We are looking for someone who can embrace these aspects of the curriculum as well as literacy and numeracy.

Leadership at our school is forward thinking - and the well-being and work-life balance of our teachers is very important. We give autonomy to teachers and will not dictate planning, marking or teaching styles. We want you to give us your best and our non-negotiables are outstanding attainment and progress for every child, coupled with kindness and warm-heartedness, not what colour pen you use to mark books!

Our school has been recently refurbished and is a modern, bright and attractive place for us all to work. In September we will have a new Early Years classroom and outdoor learning environment.

We welcome visitors and hope that you will come and see for yourself the huge changes which have happened at Shafton Primary Academy which make us the school of choice in our local area.

Thank you for your interest in our school and we look forward to meeting you.

Mrs Jo-Anne Charalambous, Ms Sarah Margereson and Governors





## **At Shafton Primary Academy**

We have a high expectations for all children and a commitment to ensuring all children achieve high standards. We will achieve this by -

Supporting the development of children who –

- Feel safe and know that if they have concerns they are listened to and are supported so that they thrive
- Who can create, reflect, persevere, are resilient and aspire
- Are able to work independently, collaboratively, as part of a team and to lead
- Are thoughtful, have the ability to listen, are responsible and supportive of each other and have a strong work ethic
- Are creative, analytical, critical and innovative
- Have high expectations of themselves and each other
- Respect themselves and others
- Have endless curiosity, enthusiasm – who want to experience as much as possible and find out all they can

Creating a staff team who –

- Are an expert workforce with shared determination to do their best for every child
- Question practice and continually try to better meet the needs of all children and are supported in this by a detailed professional development programme
- Equip children with the life skills they will need to be independent, reflective, resilient and resourceful learners as well as continuing to raise standards in literacy and numeracy
- Provide exciting opportunities for children to use and apply their learning to enquiry and problem solving so they develop their understanding of the world
- Plan, monitor and evaluate teaching, learning, the curriculum and progress in the academy to ensure the development of the whole child
- Are proactive and highly skilled at identifying vulnerable children and collaborating with other agencies so that barriers to learning are removed and all children succeed



- Help children acquire a range of personal, social and emotional attributes essential to their health and well-being and to life as a responsible citizen
- Develop children so they can actively participate in and contribute to the academy where they feel respected, safe and supported

In an academy which –

- Provides a caring, stimulating and enjoyable learning environment in which all children feel respected, safe and supported
- Provides a flexible, challenging and purposeful curriculum that is relevant to our children and prepares them for the responsibilities and experiences of life
- Offers opportunities to engage with a wide range of cultural experiences
- Provides a broad rich curriculum that excites them about learning and the world, is rich in IT to help children participate fully in a constantly changing world
- Equips children with the life skills they will need to be independent, reflective, resilient and resourceful learners as well as continuing to raise standards in literacy and numeracy
- Values and develops a supportive partnership between home, school and the community
- Provides opportunities to engage in a wide range of activities – social, the arts, sports and cultural, that will enrich their lives and develop their confidence, social and moral skills and self-belief

So that the local community has pride and confidence in our academy and trusts that their children will succeed and do well here.



### Comments from our wonderful Staff

'It's been an uplifting and invigorating experience working with committed and hardworking staff who have such strong work ethics'

'Fantastic help and support from SLT and Headteacher'

'Encouragement, praise and compliments on a daily basis for all my hard work has increased my love of teaching, confidence and passion in the classroom. It has made me want to work even harder because of the recognition'

'The way that the school's marking, planning and teaching policies are so effective mean that I have an extremely healthy work life balance that I have never experienced before in my teaching career'

'To work in a school where I am valued, appreciated and respected makes me want to come to work everyday'

'The freedom and support to be trusted to plan and deliver first quality teaching within my classroom'

'I LOVE my job now'

'My thoughts and opinions are encouraged and listened to by others'

'Staff care about what you think and appreciate what you do'

'Ideas and suggestions are taken seriously'

'Observations and learning walks are enjoyable because of the positive nature in which they are carried out and feedback is given'



## **TEACHER JOB DESCRIPTION**

**Job Title:** Class Teacher

### **Job Purpose**

- To teach a class of pupils to ensure they are engaged and enthused by learning
- To ensure all pupils in class achieve the highest possible standards of achievement, personal development and well-being

### **Major Areas of Responsibility and Key Tasks**

- Consistently and effectively plan lessons in line with the national curriculum and sequences of lessons to meet pupils' differentiated needs by-
- Identifying clear learning challenges and specifying how they will be taught and assessed
- Planning learning activities that challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations for achievement, learning and attitudes to learning
- Setting clear progress targets, building on prior attainment
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Ensure effective teaching and best use of available time
- Monitor and intervene to ensure a positive climate for learning
- Follow school policy on cycle of learning in lessons
- Consistently and effectively use a range of appropriate strategies for teaching, learning and classroom management.
- To continually assess pupil's learning to provide challenging targets and coherent teaching, reporting regularly to parents and SLT.
- Evaluate own teaching critically to improve effectiveness
- To maintain a learning environment that encourages independence.
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere and listen attentively
- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience, talk, problem solving as a vehicle for learning
- To take responsibility for leadership & development of curriculum areas where applicable.
- To promote positive behaviour in line with school policy.
- Mark and monitor pupils' work and set targets for progress
- Assess and record pupils' progress systematically and keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and recognise the level at which a pupil is achieving
- Prepare and present informative information and reports to parents



## **Other professional responsibilities**

- Have a working knowledge of teachers' professional duties and legal responsibilities
- Operate at all times within the stated policies and practices of the school
- Contribute to the life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school
- Establish effective working relationships and set a good example through their presentation and professional conduct.
- Any additional responsibilities in line with Teachers' Pay and Conditions as negotiated with the Headteacher.

## **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

## **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person Specification

<u>Attributes</u>		<u>Desirable/ Essential</u>
<u>RELEVANT EXPERIENCE</u>	Considerable experience of teaching in primary schools	Essential
	Able to evidence excellent pupil progress	Essential
	Experience of working positively and closely with staff, parents and guardians	Essential
	Effective experience in creating a positive climate and environment to secure accelerated learning	Essential
	Recent OFSTED experience	Desirable
<u>EDUCATION AND TRAINING</u>	QTS	Essential
	Thorough knowledge of teaching, learning and curriculum in primary schools	Essential
	Commitment to continued professional development	Essential
	Evidence of recent & relevant training	Essential
	Safeguarding Awareness	Essential
<u>PROFESSIONAL KNOWLEDGE AND SKILLS</u>	An excellent classroom practitioner	Essential
	Effective use of assessment data to plan sequence of learning that secures accelerated progress	Essential
	Work effectively as part of a team, relating well to colleagues, pupils and parents	Essential
	Excellent use of ICT to support learning	Essential
	High expectations of all pupils	Essential



**ANY  
ADDITIONAL  
FACTORS**

Detailed knowledge of the National Curriculum and its planning and delivery	Essential
Implications of the Code of Practice for Special Educational Needs for teaching and learning	Desirable
Evidence of ability to maintain high standards of behaviour and develop attitudes of care, control and cooperation	Essential
Experience of curriculum planning as part of a team	Essential
Ability to self-motivate and lead a team of support staff	Essential
High level of oral and written communication skills and ability to communicate with a wide range of audiences	Desirable
Able to offer subject expertise	Essential
High level of organisational and planning skills	Essential
Ability to use initiative, solve problems, make decisions and motivate others	Essential
Ability to relate to and empathise with pupils and to build trusting relationships with them	Essential
A commitment to abide by and promote equal opportunities, Health and Safety and Child Protection Policies	Essential
Commitment to an involvement in extra-curricular activities	Essential

## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

### **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

### **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

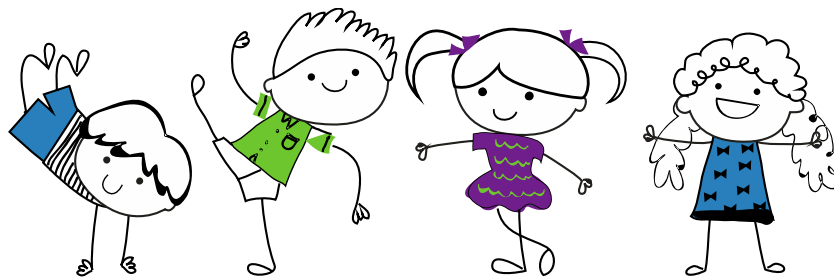
## **Learning and development**

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



## **Google for Education**

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

# Staff Benefits

## Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

## Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

## Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

## Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
  - BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits

## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.