



**P.E. Sports + Outdoor Learning
Mentor**

**Coppice Valley Primary School
Supporting Information**



Our School

At Coppice Valley Primary School, we are a dynamic and forward looking school. Our Vision, Values and Core Purpose are central to our carefully designed Coppice Curriculum, at the heart of which is the Coppice 50.

Our core purpose is to inspire our Coppice family to be the best they can be. Coppice family members are given opportunities for a wide range of stimulating and thought-provoking experiences (*The Coppice 50*) such as lake swimming, listening to live music and visiting a big city. We encourage our children and staff to be risk takers in the classroom in the pursuit of making learning irresistible.

Our Coppice Curriculum is supported by our Coppice Teaching Palette, which outlines the key pedagogies we use; Building Learning Power, Dialogic Teaching, Growth Mind-set, Bloom's Taxonomy and Metacognition. These are the foundation of our practice.



Our Core Values of *Respect, Pride, and Choice* are central to the culture of our school. We teach our children to have high expectations of themselves and others. Our behaviour policy is based on the philosophy of Paul Dix. We believe in the power of positive and meaningful relationships to change lives.

Staff Wellbeing is important to us at Coppice Valley. We have a Staff Wellbeing Committee who work on our policy and annual wellbeing strategy. Part of our Staff Wellbeing offer is a comprehensive induction process, bespoke coaching and/or mentoring to develop your teaching skills plus regular wellbeing chats with senior leaders.

At Coppice Valley, we offer wide opportunities for career development and leadership. We encourage all our staff, at whatever stage of their career, *to dream big and be learners for life*. Our weekly staff meetings are CPD sessions as we believe in investing our staff.

School development is always a key priority at Coppice Valley Primary. Being a part of the Red Kite Teaching Alliance, and now the Red Kite Learning Trust, is a key driver in our development - allowing us to draw upon and share outstanding teaching and learning practices. We are constantly seeking to improve the quality of the learning experience for our children and the achievements they make.

Coppice Valley Primary School was built in 1972 with excellent facilities for children aged 4-11 years. We are a single form entry school. Each of the classrooms are separate and share an art area with the adjacent classroom. Each class has its own reading area, cloakroom and toilets. There are two hard surface playgrounds. We are blessed with the largest playing field in Harrogate which includes a wildflower meadow. We are situated in the northern suburbs of Harrogate, surrounded by mixed housing, near to the Hydro swimming pool, and ideally situated near the A59 for commuting.

Our school and The Red Kite Learning Trust is about more than just academic success, it is about giving children and young people opportunities to develop as well rounded citizens able to take on and contribute to the world. We hope that new colleagues will be able to help achieve this for all our children and young people. In return we can provide a fantastic place to work and learn and a vast range of opportunities to extend your experience and expertise. If this sounds like a place that you would enjoy working in, we hope you will apply and come and see for yourself what is on offer!

About the Red Kite Learning Trust

The Red Kite Learning Trust was founded to provide a supportive structure for schools working in partnership to help ensure all their young people can achieve success. The Trust was formed in 2015 by three founding schools: Western Primary School; Oatlands Junior School and Harrogate Grammar School; whose aim is to work together to ensure

Excellence for All. We are delighted to subsequently welcome Rossett Acre Primary School and Crawshaw Academy to the Trust during the 2016/2017 academic year.

Our School, Coppice Valley Primary, joined the Trust on 1st August 2017.



We are seeing the benefits for young people by working more closely together and have welcomed the insight and expertise that both our primary and secondary colleagues have provided. We look forward to the Trust developing further over the years, allowing extended collaborative working across all of our schools, and providing even better provision for our young people. Being part of this Multi-Academy Trust provides additional security and opportunities for our staff in particular the opportunities to share the specialist skills and knowledge with colleagues across both primary and secondary phases.



The success of our school is dependent on the quality, talent and commitment of our staff, which is why we want to make sure we recruit the right people who can share our aims and vision.

Further information

For further information about our school, the Red Kite Learning Trust, or the wider Red Kite Alliance and our schools, please visit the following websites:

<http://www.coppicevalley.com/>

<http://www.rklt.co.uk/>

<http://www.redkitealliance.co.uk/>

The Post Specification on the following pages describes the expectations for the role.



Coppice Valley Primary School, as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment.

Post Title: PE, Sports and Outdoor Learning Mentor

Salary Range: £18,746 - £22,658 – FTE (dependent on experience)
£11,891 - £14,372 – Actual (based on 27.5 hours per week, term-time only + training days)

Contract Type: Term-time + Pro-rata Training Days

Working Hours: 27.5 hours/week Part Time

Responsible to: Headteacher

General Description: To contribute to raising standards of education at Coppice Valley Primary by assisting the PE & Sport Faculty and Manager.

Special Conditions of Service:

No smoking policy. Requirement to occasionally work outside of school hours and off school premises as required by the school.

1	Main Tasks/Responsibilities:
1.1	Coordinating calendar of fixtures, booking transport for fixtures, outdoor learning and co-ordinating P.E. and sport across the school. Liaising with opposing schools and teachers
1.2	Supporting the extra-curricular programme within the school, both inter school and intra school
1.3	Preparing playing kit, first aid, equipment, cones, balls, net pegs, flags, hockey goals and first aid supplies for fixtures
1.4	Responsible for the maintenance, inventory, storage and ordering of equipment

1.5	Occasional cover supervisor of PE lessons during short term absence of staff and/or PPA cover
1.6	Responsible for recording all fixture results, fixture staff and updating school website with this information weekly
1.7	Assisting in producing articles for the local newspapers and the faculties' half termly sports letter
1.8	Updating of the PE's risk assessment rolling programme
1.9	Main contact point for all sport queries from schools
1.10	Any other duty in support of the PE & Sport commensurate with the level of the post
1.11	To work with small groups and occasionally whole classes to develop life skills
1.12	To develop outdoor and adventurous activities on the school site and beyond
1.13	To enhance learning out-doors through P.E. and/or other curricular areas
1.14	Willingness to help with the running of holiday sport clubs and after school clubs
1.15	Responsible for organising annual sport day

Person Specification: E Essential, D Desirable

2	Experience/Aptitudes:	
2.1	Willingness to provide occasional supervision of whole classes during the short-term absence of teachers	E
2.2	Ability to coach sports teams and provide after school clubs each night	E
2.3	Ability to communicate effectively with staff at all levels within the school.	E
2.4	Ability to relate well to young people.	E
2.5	Ability to take initiative and work independently.	E
2.6	Ability to work to high levels of accuracy.	E
2.7	Ability to practice and plan to ensure completion of tasks.	E
2.8	Keenness to continue and improve upon professional development.	E
3	Qualifications/Training	
3.1	Relevant PE qualification, interest or experience post 16.	D
3.2	Full driving licence.	E
3.3	Coaching awards.	D
3.4	Officiating awards.	D

3.5	First Aid.	D
4	Knowledge/Skills:	
4.1	Love of outdoor learning	D
4.2	Able to demonstrate effective IT skills and have the ability to use them as part of the learning process.	E
4.3	Effective communication skills.	E
4.4	Good organisational skills.	E
4.5	Ability to contribute to wider school life in particular extra-curricular activities.	E
5	Characteristics	
5.1	High levels of self-motivation.	E
5.2	Energy, self-confidence and the ability to 'give more' when the occasion demands it.	E
5.3	Ability to work under pressure and to meet deadlines.	E
5.4	Good sense of humour & ability to maintain a sense of perspective in all working conditions.	E
5.5	Willingness to be flexible and work to meet the best interests of the school.	E
5.6	Excellent attendance record.	E
6	Safeguarding and Promoting the Welfare of Students	
6.1	Has appropriate motivation to work with students.	E
6.2	Ability to maintain appropriate relationships and personal boundaries with students.	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E

How to Apply

Come and informally meet the team - **School visits are actively encouraged!** To book a visit please telephone the school on: 01423 563760

We hope that after considering all the information provided you will decide to make an application. Candidates are encouraged to complete our online application process.

To access our **online application form** via the Red Kite Learning Trust, please visit:

www.rklt.co.uk/vacancies

Simply select the vacancy and within the advert press the 'Apply Now' link to launch the form. * Please see technical guidance below.

If you would like further information about our school, or the role, please email: d.taylor@coppicevalley.n-yorks.sch.uk or telephone: 01423 563760

Alternatively, you can contact our Multi Academy Trust HR Team using the following email address: recruitment@harrogategrammar.co.uk or telephoning 01423 535641.

A reminder the closing date is Wednesday 6th June at noon

Shortlisted candidates will be contacted shortly after the closing date

Whatever the outcome of your application, we thank you for the interest you have shown in our school and we wish you well for your future career.

*Technical guidance

Our online application form supports all major browsers on both PC and tablet based devices. The following browsers and versions are officially supported:

Internet Explorer 11, Mozilla Firefox 45.2.0esr and above, Safari 9.1 and above, Chrome 51.0.2704 and above.

Please note that other browsers, whilst not officially supported, may work with little or no issue, however if you encounter any technical problem whilst completing the online form, please either use the "Live Chat" feature within the application form, or call the helpline on telephone: 0844 800 9376.

For further supporting information please see the following documents below;

- Red Kite Recruitment Process Guidelines
- Red Kite Ex-offenders Policy

Recruitment Process

Guidelines



Coppice Valley Primary School, as part of the Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

APPLICATION FORM (On-Line process)

Your application form plays an important part in your selection - it is the only basis for considering your initial suitability for the post. Please read the instructions on the online application form carefully before completing it. You must complete all parts of the form. Candidates are encouraged to complete the On-Line form.

Application Form (Word Document)

If you would prefer to complete a paper application form, this can be provided by the Red Kite Learning Trust HR team upon request, please email: recruitment@harrogategrammar.co.uk

For all formats of application: Look carefully at the post specification. This outlines the duties of the post and the minimum knowledge, skills and experience we require. You should show clearly in your application how your knowledge, skills and experience are relevant to the requirements of the post.

Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them, preferably by giving specific examples.

Relevant skills may have been gained other than through paid employment, so consider also any private, social, leisure, voluntary and domestic responsibilities you have where relevant skills have been developed.

Please check the closing date and allow time to submit your application through the school website. If you are called for interview, you will be asked to sign a paper copy of your application to ensure the declaration requirements are complete

DISABLED APPLICANTS

If you are a disabled person and may not be able to meet some of the job requirements because of your disability, please specify this in your application. If you meet all other criteria, you will be short-listed and we will discuss with you if there are ways in which the post can be modified to meet your needs.

EQUAL OPPORTUNITY EMPLOYER

Red Kite Learning Trust is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated on the basis of their merits and abilities. All information is treated in confidence and personal information submitted as part of the Equal Opportunities questions will not form part of your application; the shortlisting panel do not have access to this information.

REHABILITATION OF OFFENDERS

The post you are applying for requires you to have a Disclosure & Barring Service check and you will be required to disclose full details of your criminal history prior to your interview. Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

CANVASSING

You must not try to influence any current employee or member of the school governing body or Trust, to act in your favour as this will disqualify you. If you are related to a current employee, Governor or Trust member, you must indicate this in the relevant section of the application form.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORT-LISTING & INTERVIEWS

Applicants who meet the requirements will normally be short-listed for interview, however, places for interview will need to be limited to a manageable number. In addition, the school may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process.

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children and provide evidence of your suitability to work with young people through your responses to interview questions.

SALARY SCALES & INCREMENTS

Administrative, Professional, Technical & Clerical (APT & C) Grades relating to Operational Staff

– Progression on the salary scale is by annual increment until the maximum within the grade is reached, subject to at least 6 months service in the grade and a satisfactory performance review and levels of attendance by that date.

Teachers – The terms of the relevant year's Pay and Conditions Document will apply.

PRE-APPOINTMENT CHECKS

Permission to Work in the UK

Please note that we can only consider applications from EU citizens and those holding valid UK visas.

At Interview - Under the Asylum and Immigration Act 1996 the school must ensure that you have permission to work in the United Kingdom. No offer of employment can be made without verification of proof of identity. You will need to submit one of the original documents included in List 1 below, or two original documents specified in List 2 below:

List 1

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card.
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A passport or other travel document endorsed to show that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.

- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2

- First Combination of two documents
 - o A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
 Plus one of the following documents
 - o A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
 - o A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
 - o A certificate of registration or naturalisation stating that the holder is a British citizen; OR
 - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
 - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
 - o A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering; OR
 - o An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, **and** this allows them to do the type of work that you are offering.
- Second Combination of two documents
 - o A work permit or other approval to take employment that has been issued by Work Permits UK
 Plus one of the following documents
 - o A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the work permit employment in question; OR
 - o A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the work permit employment in question.

Qualifications

At Interview - Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

Proof of Identity

At Interview - In accordance with *Keeping Children Safe in Education*, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.

At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents. A copy of the DBS Code of Practice can be made available on request.

Medical Clearance

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

It is not our practice to inform applicants that they have been unsuccessful in being called for interview. If you do not receive an invitation to interview, we thank you for your interest in the post.

Policy Statement on the Recruitment of Ex-Offenders



Coppice Valley Primary School as part of the Red Kite Learning Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, Red Kite Learning Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. They undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- Red Kite Learning Trust is committed to the fair treatment of their staff, potential staff or users of their services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
- We actively 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 is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is provided through our E-Application Form, which is viewed by a designated person within the Red Kite Learning Trust; we guarantee that this information is only seen by those who need to see it as part of the recruitment process.
- Unless the nature of the position allows Red Kite Learning Trust to ask questions about your entire criminal record we only ask about the "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- We ensure that all those in Red Kite Learning Trust who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, eg the Rehabilitation of Offenders Act 1974.
- 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 the withdrawal of an offer of employment.
- We make every subject of a Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- Having a criminal record will not necessarily bar you from working with us; this will depend on the nature of the position, the circumstances and background of your offence/s.

(Source www.disclosures.gov.uk)