



TOOT HILL  
SCHOOL



JOB APPLICATION PACK

## Assistant Head Teacher

WSC Focus

**Salary:** L13 to L17 (£66,919-£73,819) per annum

**Contract:** Full time, permanent to start September 2025

**Closing Date:** Friday 4<sup>th</sup> April 2025 at 9am





**TOOT HILL**  
SCHOOL



## Welcome from the Head Teacher

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Dear Applicant,

Thank you for your interest in this role at Toot Hill School. On behalf of everyone here, I extend you a very warm welcome.

I am incredibly proud to be the Head of a vibrant and dynamic community school which has undergone a period of significant change during recent years and is now rapidly emerging as an exceptional local school; a school with exceedingly high standards and expectations and one which demands nothing but the best from every member of school community. At Toot Hill School, we look to innovate and become a national beacon of education.

We are committed to providing stimulating, challenging and engaging learning experiences for our students and invest heavily in professional development. Our staff and students work exceptionally hard to secure strong academic achievement but are equally passionate about their development outside the classroom as life-long learners and take part in a range of enriching experiences that compliment academic studies.

The local community see Toot Hill School as the school of choice for their children and we aim to ensure this remains the case. We place a knowledge-rich

curriculum at the heart of our school improvement plan and we strive to achieve social justice for all by making sure that every student receives their entitlement to access a broad and balanced education.

With a shared vision for staff, parents, carers and students, continual schedule of building development and a dedicated and committed staff team, the future is extremely bright for Toot Hill School. If you are encouraged to apply for this position, you will join our school at a very exciting stage of its development and will be provided a range of opportunities to make a significant difference to the lives of our students and indeed our entire school community.

I do hope that this information encourages you to apply to join a talented team committed to success and look forward to receiving your application.

**Dr Chris Eardley**

Head Teacher



# About Toot Hill School

Toot Hill School is a 'Good' (Ofsted, January 2023) 11-18 secondary school situated in the market town of Bingham, Nottinghamshire.

Toot Hill places student well-being and achievement at the very heart of its approach to learning and is now ranked in the top 2% of schools nationally for pupil progress.

## Ethos

Toot Hill School has a very clear and distinctive ethos. We believe that through continually reviewing and reflecting upon every aspect of our work we provide students with the very best educational opportunities.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

We value commitment, independence and courtesy from all our students. We demand the very highest standards from our pupils and in return we value and respect their ideas and opinions. Through our Student Ambassadors and the Student Voice Committee, pupils at Toot Hill School have an active and important role in developing and improving their school.

## Achievement

At Toot Hill School we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a school we constantly strive to provide your child with the very best educational experiences.

Should a student require additional support Toot Hill provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Examination results provide a good indication of how well a school is serving its students. In the last three years, our GCSE outcomes of 5+ (1-5) including English and Mathematics have placed us as one of the top performing schools both locally and nationally.

At Key Stage 5, Toot Hill Sixth Form College has an excellent track record with over 100% of students achieving 1 to 9. Students regularly secure places at Oxford, Cambridge, Russell Group Universities,

Higher Education colleges and employment.

## Pastoral

At Toot Hill we pride ourselves on the quality of care, guidance and support given to individual pupils. At the core of this provision is a year system led by a Head of Year and supported by the Assistant Head of Year, Tutors, Student Welfare and Learning Support teams.

This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Tutors play an active role in ensuring that students are happy, well supported and fully engaged in school life and serve as the first point of contact between school and home. There are regular updates of pupils' progress through termly reports, online data, twice yearly parent consultation days and a Parents' Evening.

Students progress through Toot Hill School their attainment and well-being is closely monitored, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

Toot Hill is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.

## Curriculum

Our curriculum goes far beyond the National Curriculum guidelines and Exam Board specifications and aims to provide a broad and balanced learning experience for all.

At Key Stage 3 our three-year programme covers all the National Curriculum subjects. Students are taught in ability groups in most subjects.

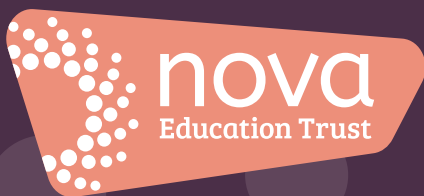
During our two-year Key Stage 4 programme, the majority of students study the English Baccalaureate core subjects of English, Mathematics, Science, a Modern Foreign language and a humanities subject such as Geography or History.

A wide range of option subjects including visual and performing arts, technology, sports and computing courses supplement the core curriculum. We expect all our students to achieve at least 8 passes at grades 4-9 including the English Baccalaureate subjects.

Toot Hill Sixth Form College offers a range of pathways for students to continue learning with us during Key Stage 5 (16 - 18 years). We pride ourselves on our A Level provision and promote the highest aspirations for all our students.







## Welcome from the CEO

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Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last two years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 96% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's MAT performance for Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We

are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at [novaeducationtrust.net/careers](https://novaeducationtrust.net/careers).

We look forward to receiving your application.

*A. Rahman*

**Ashfaq Rahman**

Chief Executive Officer





## About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

### ***Our mission is to create transformational schools.***

Our family is currently made up of 15 academies (five primaries, nine secondaries and one sixth form college). In 2019, we entered into a long-term support partnership with Madani Schools Federation in Leicester to work with their two schools. We are also excited to report that we are in the final stages of welcoming another school to our family in the coming weeks. The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.



# Our values

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We work with **honesty, integrity, humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant, creative, diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.



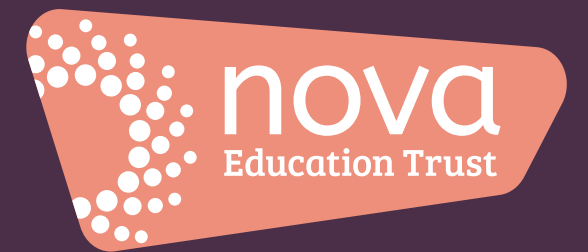




WORK  
HARD  

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BE KIND



## Our principles

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**Excellence:** We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

**Partnership:** By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

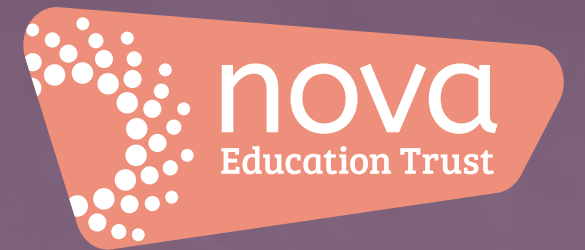
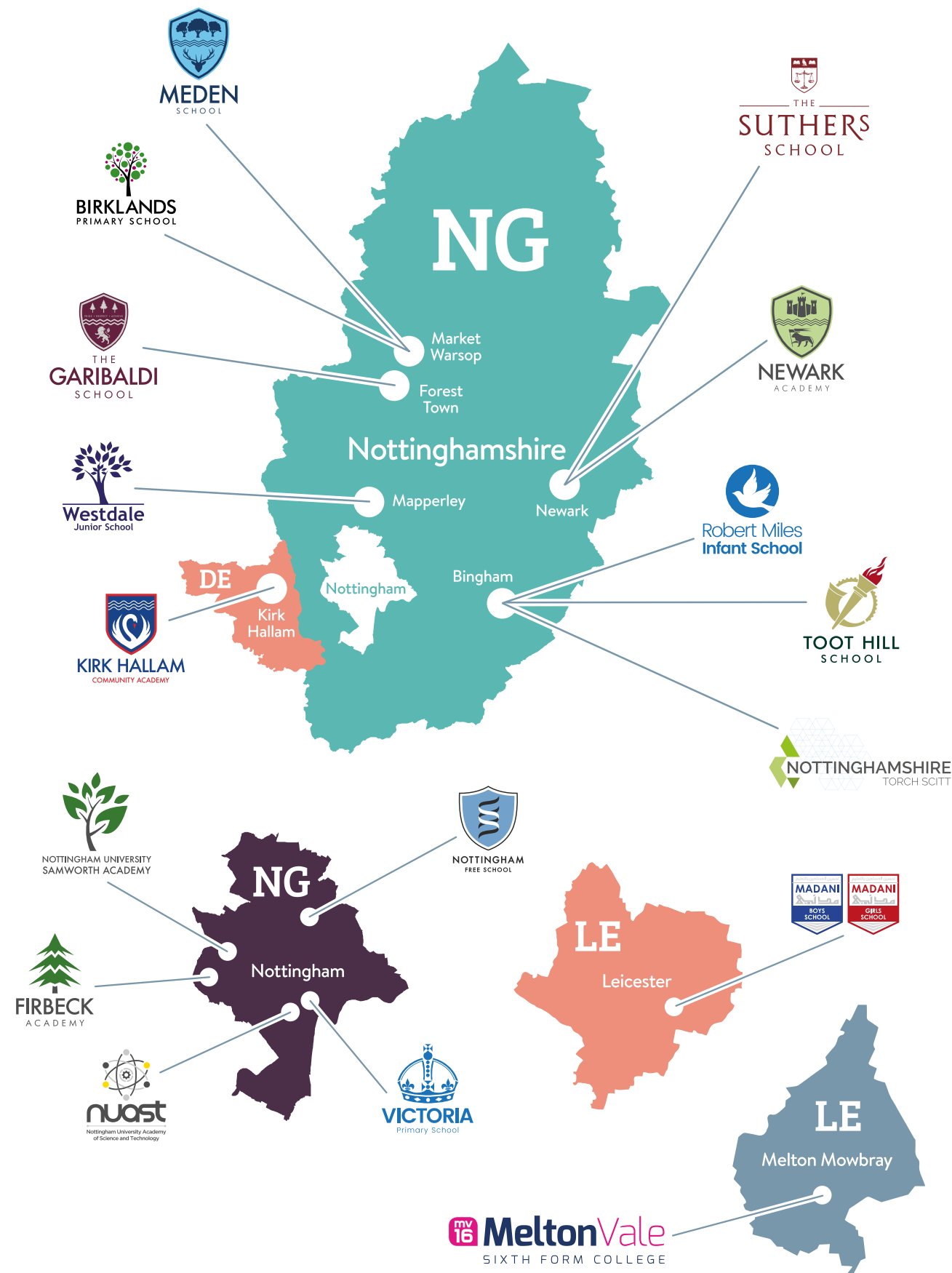
**Expertly trained and professional staff:** By investing in the professional development of all our staff so that they become experts in their professions.

**Trust and empower all staff:** By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

**Focus on learning:** An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.



# Our family



## Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.





# Supporting our colleagues

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We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

## **We put well-being and engagement front and centre:**

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

## **We develop leaders who:**

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

## **We will encourage and support you to develop and grow:**

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

## **Providing access to range of fantastic benefits through 'Nova Perks', including:**

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

## **Nova Perk Day**

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

## **Sick pay**

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

## **Pension**

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.



# Job description



**Post:** Assistant Head Teacher

**Responsible to:** Head Teacher

## **Purpose of the role**

To support the Head Teacher in strategically leading the school and to help develop a culture of high aspirations and excellence for all.

## **Specific Responsibilities**

### **Quality of education/Curriculum Development**

- Monitor, review and evaluate planning and schemes of work across the school to ensure that curriculum content and planning promotes high quality teaching and learning;
- Ensure curriculum reflects new innovations and any regulatory changes.
- Participating in the management and delivery of curriculum based information to parents and pupils, including presentation evenings, parents' evenings and related events.
- Responsibility for the academic content in all prospectuses and documents relating to curriculum choices.
- Review outcomes of monitoring, including lesson observations, and liaise with relevant staff members to consider findings and effect change;
- Line manage and liaise regularly with subject coordinators to ensure maintenance and development of curriculum through a regular review cycle.
- Promote the use of personalised and cross-curricular learning, leading by example
- To be responsible for the strategic direction of Quality of Education in developing an ambitious and inclusive curriculum that is effectively implemented through a shared understanding of high-quality teaching and learning.
- Responsibility for embedding continuous quality assurance processes and taking necessary steps to secure sustained improvement.
- To lead the development of the Academy curriculum to ensure it is inclusive and ambitious for all.
- To support curriculum leaders in coherently planning and sequencing the curriculum in their respective subject, utilising current research.
- To develop a common approach to teaching and learning across the Academy, utilising current research, and be responsible for ensuring this is shared, understood, and embedded.
- To implement effective and robust continuous quality assurance processes to drive improvement in all subjects.
- To support colleagues to improve their practice through effective professional development opportunities, both whole school and subject specific, utilising current research.
- To oversee the effective implementation of the whole school literacy strategy.
- To develop and embed effective assessment of the curriculum and feedback.
- To establish strong links with primary schools to ensure effective curriculum progression between Key Stages 2-5.



## **And/or Pastoral**

### **Specific Responsibilities**

- Designated Safeguarding Lead
- To strategically lead on SMSC and promoting British Values to all our students
- Strategic Leader of student behaviour and inclusion and line-leadership of the behaviour/inclusion team
- Lead, advise and guide the HOYs/AHOYs/PSHCE/Pupil Welfare teams including the performance management and review of CPD needs
- Strategic leadership of attendance
- Line Management of SEN
- Liaise with external agencies to support vulnerable students
- To be responsible for the student planner
- To lead of major school events including Achievement Evenings
- To develop our active-tutoring programme
- To lead assemblies
- Overseeing of Parents' Evenings and Review Days communications with parents/carers
- Developing and promoting student leadership (Prefects, Ambassadors, Diplomats)
- To be responsible and accountable for the PSHCE programme in the school.
- Oversee the care offered to pupils throughout the school, ensuring that this is proactive and empathetic; that there is clear and effective follow up of matters arising; that there is effective early communication with parents and ongoing dialogue as appropriate.
- Oversee the induction of pupils to the school, to help pupils swiftly feel settled in a welcoming and friendly environment where they feel that they belong, and to ensure that pupils understand the school's values and expectations.
- As appropriate, work with pupils and their families on the most sensitive and serious pastoral matters.
- Working closely with the DSL on safeguarding matters as appropriate, ensure that pupils are holistically cared for.
- Oversee pupil attendance and the system for tracking this, ensuring that there is appropriate follow up and intervention for all pupils with concerning attendance, and liaise with the DSL regarding statutory reporting requirements.
- Working with the academic team, ensure that pupils are supported, encouraged and directed through the tutorial system to achieve their own personal academic potential and to access specialised support as appropriate.
- Maintain and promote the highest standards of record keeping relating to pupil care.
- As DDSL, contribute to the school's safeguarding work, including working with individual pupils as required.
- Ensure all students feel happy and safe in school and enjoy attending each day.
- Oversee the Key Stage 3 and Key Stage 4 tutor teams, liaising with the Heads of Year, tutors and other members of the Senior Leadership Team when appropriate.
- To lead on the school attendance strategy, securing excellent attendance for all students; embedding effective monitoring and developing appropriate interventions where necessary.
- Liaise with the Inclusion officer and School Attendance Officer on a regular basis.
- Provide support, strategies and interventions for students and their families who are struggling to achieve good attendance to school.
- Lead the Pastoral Support Team including line managing the Inclusion Manager.
- Coordinate personalised support timetables for students who require additional help with managing their emotions during the school day (liaise with Inclusion team).
- Ensure students are rewarded for achievements in school when appropriate.



- Through the use of CPOMS maintain appropriate student behaviour records and regularly monitor, analyse and evaluate the information they provide.
- To ensure that parents know about the smaller, more everyday triumphs and achievements as they happen, rather than only contacting them when problems arise.
- To work with other colleagues to formulate aims, objectives and strategic plans for the School Improvement Plan that directly link to inclusion, attendance, tutor times and other pastoral areas.
- Responsible for monitoring and overseeing any alternative learning provision for Key Stage 4 students.

**The main requirements relating to the Leadership Standards are detailed below and involve the following commitments:**

### **Shaping the Future**

- To support the Head Teacher and Governors in establishing a vision for the future development of the school.
- To play a leading role in the school improvement planning process, taking account of the agreed priorities of the school.
- To contribute to the identification of key areas of strength and weakness in the school and to lead in relevant areas e.g. catch up, use of pupil premium funding.
- To work to a high standard in implementing agreed policies and priorities, and to set high expectations and a good example for other colleagues.
- To promote a culture of teamwork, in which the views of all members of the school community are valued and taken into account.
- To contribute to the self-evaluation of the school.

### **Leading Teaching and Learning**

- To provide training for staff on effective teaching and learning.
- To promote the active involvement of students in their own learning.
- To contribute to school target setting; including statutory procedures and targets for individuals and groups of students throughout the school.
- To support strategies to promote high standards of behaviour.
- To oversee the development of an effective assessment framework.
- To promote the use of ICT to enhance and extend students' learning
- To monitor and evaluate classroom practice.
- To provide support for colleagues in improving their classroom practice.

### **Developing Self and Working with Others**

- To promote equal opportunities and safeguard the safety and welfare of all those in the school.
- To contribute to the creation of a positive school ethos, in which every individual is treated with dignity and respect and the safety and welfare of children and young people is paramount e.g. through taking school assemblies.
- To support the development of collaborative approaches to learning within the school and beyond.
- To support the induction of staff new to the school.
- To set high expectations for your own performance and that of others and to assist with the setting and monitoring of professional standards in the work of all staff members.
- To engage in relevant professional development activity as necessary and to guide staff in their training and personal development.



## **Managing the Organisation**

- To monitor the quality of teaching and learning in the school and to promote improvement.
- To contribute to a regular review of the organisation of the school to ensure it meets statutory requirements.
- To develop action plans in specified areas of responsibility, in order to bring about improvements.
- To lead on the development and implementation of school policies relating to issues such as assessment and reporting.
- To contribute to the planning process for the distribution of resources, to ensure they meet the schools identified priorities.
- To take responsibility for Performance Management of identified staff.
- To contribute to the regular evaluation of the impact of the use of resources in relation to the quality of education of the students and value for money.
- To maintain a high profile in the life of the school through being a visible leader around the site, overseeing the operation of duty teams and by attending extra-curricular events.
- To be directly associated with responsibilities relating to assemblies, tutor meetings and quality assurance.

## **Securing Accountability**

- To support the governing body in meeting its responsibility to account for the performance of the school.
- To be directly linked with named curriculum areas in terms of monitoring and evaluation and in support of improvement planning and performance review.
- To support staff in understanding their own accountability, and promote performance management as a means of improving teaching, learning and leadership in the school.
- To assist with the reporting of the performance of the school to parents, carers, governors and other key partners as necessary.
- To provide reports and information related to your areas of responsibility as required.

## **Strengthening Community**

- To gain an understanding of the diversity of the school community.
- To contribute to policies and practice which promote equality of opportunity and tackle prejudice.
- To contribute to the development of opportunities for students to enhance their learning within the wider community.
- To promote and model good relationships with parents, which are based on partnerships to support and improve students' achievement.
- To promote links and good relationships with the local community and outside agencies.



# Person Specification



	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Honours Degree (First or Second Class)</li> <li>Qualified Teacher Status – PGCE or equivalent</li> <li>Evidence of applying continued professional development</li> </ul>	<ul style="list-style-type: none"> <li>Higher professional qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant teaching experience at senior leaders level in a secondary school setting</li> <li>Has successfully led, planned, managed and evaluated change which has had a significant impact at whole school level</li> <li>Has demonstrated the ability to work strategically and successfully</li> <li>Demonstrates outstanding, sustained and successful experience as a teacher in a secondary context</li> <li>Has a proven record of outstanding teaching and outstanding results with examination classes</li> <li>Can demonstrate strategic thinking and planning that builds, communicates and carries forward coherent and shared vision</li> <li>Has experience of developing and sustaining a learning culture that has inclusion at its core, including high expectations and standards of achievement</li> </ul>	<ul style="list-style-type: none"> <li>Has experience of sixth form teaching and intervention</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>A wide range of effective behaviour management and strategies to embed them across a school</li> <li>A clear understanding of what constitutes positive student behaviour and effective strategies to achieve them</li> <li>Knowledge and awareness of the OFSTED framework – particularly the behaviour and attitude section</li> <li>Ability to motivate and inspire others</li> <li>Ability to lead initiatives, support the process of change and work effectively in a team</li> <li>Ability to coach colleagues to improve their behaviour management</li> </ul>	<ul style="list-style-type: none"> <li>Experience of improving whole-school student attendance</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>A student centred approach to education</li> <li>Ability to think strategically and use your own initiative</li> <li>A commitment to work as part of an effective senior leadership team</li> <li>Ability to form good working relationships with students and staff</li> <li>High standards and expectations</li> <li>Ability to hold effective yet difficult conversations with a range of stakeholders</li> <li>Outstanding communication skills</li> <li>Reliability and integrity</li> <li>A commitment to safeguarding and promoting of welfare of children issues</li> </ul>	<ul style="list-style-type: none"> <li>A commitment to personal and professional development.</li> <li>Subscribe to a research based approach to education</li> </ul>



# Application details



## Application forms

These can be accessed from the school website [www.toothillschool.co.uk](http://www.toothillschool.co.uk).  
Wherever possible, please provide email addresses for your referees.

## How to apply

Candidates should apply for this role through our website at [www.novaeducationtrust.net/careers](http://www.novaeducationtrust.net/careers).  
Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form\*.

*\* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is Friday 4<sup>th</sup> April 2025 at 9am.

## Interview

Interviews will take place shortly after the closing date. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## Safeguarding

Toot Hill School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

## Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).



## Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact [hr@novaeducationtrust.net](mailto:hr@novaeducationtrust.net) and we will be happy to discuss.

## How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.







# TOOT HILL SCHOOL

The Banks  
Bingham  
Nottinghamshire  
NG13 8BL

**01949 875 550**

**[contact@toothillschool.co.uk](mailto:contact@toothillschool.co.uk)**

**[www.toothillschool.co.uk](http://www.toothillschool.co.uk)**

Head Teacher

**Chris Eardley**

*BSc (Hons), PGCE, PhD*

Director of School Improvement

**Sandy Paley**

*BSc (Hons), PGCE, MEd*

Chief Executive Officer

**Ashfaq Rahman**

*BSc (Hons), PGDip, PGCE, NPQH, NLE*



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