



**Lea Forest  
Primary Academy**  
To make our best better



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

# **Lea Forest Primary Academy**



## **CANDIDATE INFORMATION BROCHURE**



*We inspire young people to make their best better*



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April 2018

Dear applicant,

Welcome to Lea Forest Primary Academy and thank you for your interest in our school. I am enormously proud and privileged to serve the children and families of this community as the Headteacher. Lea Forest is a happy, warm and nurturing environment for all within it and every member of our team is striving towards creating the outstanding school that our families deserve.

Ours is a very special learning community of 448 pupils, filled with dedicated and talented staff, where all students, whatever their ability and background, will flourish. We work hard and care enormously about our pupils. We serve an area of high socio-economic deprivation which brings along with it many challenges, as well as massive rewards. Every day at Lea Forest Primary Academy is different and we pride ourselves on the difference that we make each day to the lives of the children we serve. If you are the type of person who is passionate about helping each and every child, has a positive outlook, shows bags of resilience in the face of challenge and wants to inspire children and young people through fun and engaging learning activities then you will fit right in as part of our team.

The staff at LFP are our greatest resource and we will nurture and develop you throughout your career. Being part of the Academies Enterprise Trust means every employee at every level is able to access tailored CPD and opportunities to work across the group as they progress. Please read our staff profiles for more information on how this is happening right now for members of my team.

We warmly welcome visitors and hope that you will come and see for yourself just what we are about and whether or not working here is right for you.

Thank you for your interest in our school; we can't wait to meet you!

**Hilary Thompson (Headteacher), the staff team and our management board**



**Welcome to Lea Forest Primary Academy**

**Our aim is 'to inspire young people to make their best better'.**

**We are proud to serve the community of Kitts Green in Birmingham as a large 2 form entry with 448 pupils on roll. As a team we as celebrate in being:**

- Rated a 'Good' school in every area by Ofsted (November 2016).
- A Midlands hub school for EAL Online Learning
- Designated a Forest School.
- A richly diverse community with students speaking more than 30 home languages.
- A leading primary school in our trust – Academies Enterprise Trust.

**We are a school where the atmosphere is calm and children try their very best in an environment where staff care for them. Our core purpose is clear:**

- We believe in **Learning Ahead of All**, giving every child the very best education.
- We believe in **Strength in Diversity**, celebrate our different cultures with a real sense of community.
- We are an **Open Doors Academy**, with approachable staff, helping our students to progress on to the best schools, colleges and apprenticeships.

**Our School Values are:**

- We want our children to have **High Aspirations**
- We want our children to be **Innovative**
- We want our children to be **Independant**
- We want our children to be **Respectful**
- We want our children to be **Resilliant**

**Sprint to Outstanding - Vision Statement:**

At Lea Forest we are all responsible for having high expectations and being resilient, respectful, innovative and independent. Through doing this we will achieve an outstanding primary education for all; instilling lifelong skills for an ever changing world.

## **What our staff say:**



**Craig Clarke**  
**(Deputy Headteacher)**

After twelve years of teaching experience at a Birmingham LEA school, I joined Lea Forest Primary Academy in September 2015 as an Assistant Headteacher with responsibility for Teaching, Learning and Assessment. I was completely immersed right from the start in the academy's passionate drive to improve. In September 2016 I was promoted to Deputy Headteacher, still with the focus on driving forward Teaching, Learning and Assessment across the academy. In a short space of time, I have seen huge improvements in every aspect of the academy. In our most recent Ofsted inspection, inspectors commented on the high standards we set and how passionate we are about learning and catering for every individual child. Pupils are respectful and have high aspirations of themselves. The curriculum is exciting and fun, allowing the pupils to be innovative, resilient and independent. The dedicated staff, the passionate community, and, above all, the inspirational pupils, make Lea Forest Primary Academy a truly special place to work. Working as part of Academies Enterprise Trust (AET) has been most beneficial and I feel very supported in my career development. AET offer many opportunities for training and development at all levels. Lea Forest Primary Academy has an exciting future ahead, and I am looking forward to working with the fantastic team we have to further develop the academy and getting the well deserved Outstanding grade from Ofsted. Lea Forest is a great place to work with everyday bringing a new exciting challenge.



**Rachel Ward**

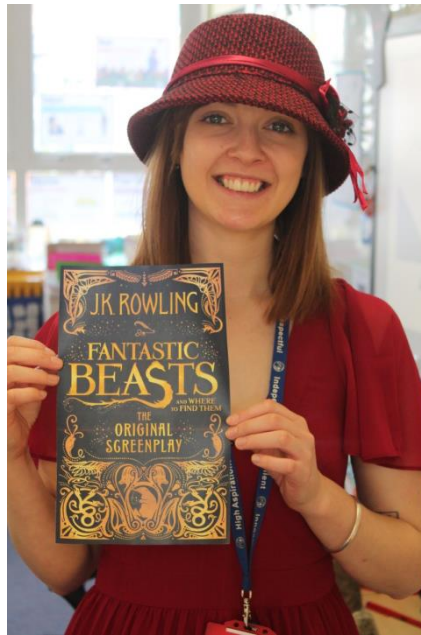
**(Year 2 Teacher and Maths Subject Lead)**

I embarked on my teaching career in 2011 and successfully completed my NQT year in 2012 at Lea Forest Academy. Throughout my time at Lea Forest I have been given opportunities to attend a variety of courses and opportunities to observe outstanding teaching. I have also been coached by an outstanding teacher which was valuable in supporting me in achieving my target of extending more able writers.

In September 2015 I took on the role of maths coordinator. During my first year in this role I was coached through completing different monitoring activities and completing data analysis. I now feel empowered in my role as maths coordinator.

I absolutely love teaching the children at Lea Forest – it's a great place to work!





**Maria Allcroft**

**(Year 6 Teacher and Science Subject Lead)**

I began my training at Lea Forest Primary Academy in 2014 through the Schools Direct course with Birmingham University. During my training, Lea Forest Academy gave me the opportunity to be placed with children from Reception and Year 6, giving me a wide-variety of teaching skills which I could learn to adapt and implement in a range of different ages and situations. Their training was clearly tailored to my needs and personal aims, enabling me to develop confidence in the classroom environment quickly. My mentor was accessible and supportive, as were all staff throughout this initial training period. Following my successful qualification, I was then employed by Lea Forest Academy where I have been a year 6 teacher for the past 2 years. As an NQT, I found the level of support remained strong not only through SLT members, but also from my year group partners and teaching assistants. Being given the opportunity to teach in a key year group so early on in my career was an amazing experience that I feel grateful to have had; it was the support of Lea Forest Academy that gave me the confidence to accept the role and complete my NQT year in a year where uncertainty of SATs across the country was prevalent. Throughout my first year of teaching, I was given many opportunities to visit other teachers and schools within the AET alliance, as well as benefit from the exemplary practice of other teachers within the academy. The feedback and support I received following observations allowed me to go from strength to strength as an NQT. I am now in my third year at Lea Forest Academy; following the successful completion of my NQT year, I have been given the opportunity to lead a small science project which is being implemented across KS1 and KS2. With the support of experienced mentors, I am able to implement this project to the same high-standards that the rest of the Lea Forest team show consistently. I look forward to developing my role and gaining more valuable experiences within the Academy in the future.

### **Job Description**

<b>Post</b>	<b>Class Teacher</b>
<b>Line Manager</b>	<b>DHT</b>
<b>Responsible to</b>	<b>Headteacher and the Governing Body</b>
<b>Core purpose</b>	To undertake the professional duties of a Main Scale Class Teacher
	<ul style="list-style-type: none"> <li>• Role of Class Teacher</li> </ul>
	<ul style="list-style-type: none"> <li>• To plan work for the class in accordance with national and AET curriculum policies and in co-operation with subject and phase leaders to ensure that the children experience a broad, balanced, relevant and stimulating curriculum.</li> <li>• To ensure a close match between the learning experience offered, and the individual needs of the children in the class, so as to give each child an opportunity to achieve to the maximum of his/her capability.</li> <li>• Where possible, to make sure that the majority of the children's work is closely linked to first-hand practical experience.</li> <li>• To provide children with opportunities to manage their own learning and become independent learners.</li> <li>• To create a secure, happy and stimulating classroom environment, maintaining the highest standards of organisation, and discipline.</li> <li>• To foster each child's self-image and esteem and establish relationships which are based on mutual respect.</li> <li>• To maintain a high standard of display both in the classroom and in other areas of the academy.</li> <li>• To arrange for resources, equipment and materials to be available in such a way that they are properly cared for, easily accessible and will encourage the children to become more responsible for their own learning.</li> <li>• To work closely with colleagues to undertake medium and short term planning and the implementation of agreed schemes of work.</li> <li>• To assess children's progress, maintain records and provide written reports to parents and carers in accordance with academy</li> </ul>

	<p>policies.</p> <ul style="list-style-type: none"> <li>• To communicate and consult with parents and carers and with outside agencies, as necessary, about children's progress and attainment.</li> <li>• To ensure that the academy's aims and objectives in relation to the curriculum, equal opportunities and discipline are promoted in every day classroom organisation and practice.</li> <li>• To liaise with support staff both academy based, from the AET and from other external bodies as required.</li> <li>• To take responsibility for the management of other adults in the classroom.</li> <li>• To take up the opportunity for continuous professional development through self-directed reading, courses and in-service training.</li> <li>• To undertake any other reasonable and relevant duties in accordance with the changing needs of the academy.</li> </ul> <p><b>To mark class attendance registers.</b></p>
<b>Pastoral</b>	<ul style="list-style-type: none"> <li>• To promote the general progress and well-being of individual pupils and the class as a whole</li> <li>• To evaluate and monitor progress of pupils and maintain up to date records for core subject area</li> <li>• To contribute to SMSC in line with school policy</li> <li>• To apply the behaviour management systems fairly and consistently</li> <li>• To lead assemblies as required</li> <li>• To be aware of Child Protection and Safeguarding issues following school procedures</li> <li>• To raise awareness of and implement E-Safety policy at all times</li> <li>• To communicate effectively with parents/carers and external agencies</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To be aware of and comply with policies relating to Health and Safety, Equal Opportunities and Child Protection, Data Protection and Confidentiality.</li> </ul>
<b>Governors</b>	<ul style="list-style-type: none"> <li>• To present reports to governors as required</li> </ul>

## CONDITIONS OF SERVICE

Governed by the National Agreement on Teachers' Pay and Conditions, supplemented by local conditions as agreed by the governors. The post is otherwise subject to the Conditions of Service for Academy Teachers in England and Wales (the 'Burgundy Book') and to locally agreed /Academy Trust conditions of



employment to the extent that they are incorporated in the postholder's individual contract of employment. Copies of the relevant documents are available for inspection at the academy.

This post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties that the post holder a Standard/Enhanced disclosure check will be required.

I undertake to do other duties commensurate with the level of the post as deemed appropriate by the Head of School/governors.

Job descriptions are subject to review and amendments.

**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 Headteacher.
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 for Main Scale Class Teacher

### Essential

<b>Qualifications &amp; Professional Development</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> <li>• Recent, relevant in-service training in current educational practice.</li> <li>• Degree /Post Graduate Study</li> </ul>
<b>Personal Qualifications</b>	<ul style="list-style-type: none"> <li>• High expectations of self and others</li> <li>• Excellent teamwork</li> <li>• Good organisational skills and ability to work to deadlines</li> <li>• Good interpersonal skills including diplomacy and flexibility</li> </ul>
<b>Continuing Professional Development</b>	<ul style="list-style-type: none"> <li>• Experience of taking personal responsibility for own professional development.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Experience of monitoring and evaluating the quality of teaching and learning.</li> <li>• Promotion of positive behaviour strategies and constructive handling of problems.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• A wide range of high communication skills including new technologies</li> <li>• The ability to manage and motivate individuals and teams effectively</li> <li>• The ability to plan, monitor and evaluate</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Is committed to safeguarding and promoting the welfare of children</li> <li>• Must be suitable to work with children and satisfy all regulations and checks.</li> <li>• Excellent punctuality, attendance and health record</li> <li>• A commitment to involve parents, Governors and community in the life and work of the school.</li> <li>• An awareness, understanding and commitment to equal opportunities.</li> <li>• Ability to work in a challenging 'outer city' community with a high proportion of children with special needs.</li> </ul>



## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 63 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 pupils 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 pupils.
- 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 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 through Sodexo to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- Pension

### Health and Wellbeing

- 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**

The 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. The 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. The 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.