



# APPLICATION PACK

**POST REFERENCE: 2247**

**ROLE: ASSOCIATE TEACHER**

**START DATE: AS SOON AS POSSIBLE**

**SALARY: C3 (ACTUAL SALARY £23,902 TO £25,264)**

**HOURS: 37 HOURS PER WEEK, TERM TIME ONLY  
PLUS 5 DAYS**

**Leeds East Academy**  
South Parkway  
Seacroft  
Leeds, LS14 6HA

Telephone:  
0113 273 1964

Email:  
[recruitment@whiteroseacademies.org](mailto:recruitment@whiteroseacademies.org)



"I love coming to Leeds East Academy because the teachers and members of staff are very kind and are always making sure we get the best education. They are always positive, and they always make us laugh and smile. We are always being taught to deal with situations as young adults. No matter what the problem is the teachers at LEA are always here to help."

**Kieran**

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# MESSAGE FROM THE TRUST

Dear applicant,

We are delighted that you are considering applying for a role within the White Rose Academies Trust. Your interest comes at an important and exciting time in the development of the trust and our relentless implementation of our 2025 vision. At the heart of this vision is the aim for more young people and colleagues to benefit from our community-focused philosophy; the belief that the education we deliver regenerates our communities and transforms lives.

In December 2020, we reached our first milestone when our first primary joined our trust as a sponsored academy. Already, this truly community-focused academy, now named Alder Tree Primary, has enriched our trust and so, our vision is one step closer to becoming reality. Therefore, you could not be joining us at a more exciting point in our ongoing transformation.



The power of a vision is best measured by the number of detractors who claim it cannot be achieved. In our roles as Chief Executive Officer and Executive Principal of the White Rose Academies Trust, it has been a privilege to witness the drive and determination with which our staff have implemented our vision, to ensure that our academies provide:

- world-class levels of teaching and learning,
- bespoke pastoral care that nurtures our students' aspirations,
- inspiring learning environments where our students can make mistakes and overcome their personal fears to become the best version of themselves,

- industry-leading continuous professional development for all staff, as investing in our colleagues is always the right thing to do,
- local centres of community transformation.

The hard work has been recognised, and whilst we know our work is far from complete, we are proud to have reached several milestones:

- 'Good' Ofsted ratings at all three secondary academies in 2019, with an 'Outstanding' rating at Leeds City Academy for Leadership and Management.
- We welcomed our first primary in late 2020, Alder Tree Primary.
- We began an aspirational journey in 2021 by joining High Performance Learning's 'World Class' school transformation programme.

Our dedicated staff, incredible governors and amazing students are relentless in their shared aim to create truly world-class schools. The trust strives daily to empower its academy Principals to create schools that truly represent the communities they serve. We insist that our academies and our trust are externally focused, obsessive in their quest to learn from the very best, never leaving self-improvement to chance. We see vacancies such as this as an opportunity to attract talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our powerful vision. Together, we will transform lives.



## THE WHITE ROSE ACADEMIES TRUST “WE SAID, WE DID”



Yours sincerely,



Mr Andrew Whitaker  
**CEO, White Rose Academies Trust**  
**Deputy CEO Teaching and Learning, Luminate Education Group**



Yours sincerely,



Sarah Carrie  
**Executive Principal**

# MESSAGE FROM THE PRINCIPAL

I am absolutely delighted to share this amazing opportunity at Leeds East Academy, as we seek to recruit another talented and aspirational professional to join our team.

I am sure that having read about the White Rose Academies Trust, Leeds East Academy, our students and our continued journey of transformation, I am confident you will be keen to become an integral part of building something remarkable.

Our core values of: Resilience, Integrity, Trust and Ambition are at the heart of everything we do, ensuring that our students receive an excellent academic and pastoral experience.

Leeds East Academy is a vibrant, diverse, and welcoming school community, which is currently making excellent progress. As part of the White Rose Academies Trust, Leeds East Academy has set its ambition to be rated Ofsted 'Outstanding' in the next two years. This is a challenge that both staff and students alike are determined and excited to meet.



I am delighted to report we are well on our way with this journey as in our recent Ofsted inspection the academy was judged to be 'good' in all areas of the Ofsted framework. This is a fantastic achievement for the school and our community, and we are very excited about commencing the next phase of our journey to outstanding.

Our ambition for all stakeholders is quite simply 'Everyone Exceptional'. As we continue this journey of transformation, we are determined to provide both an exceptional quality of education and culture for all students at Leeds East Academy. We are committed to supporting all our students to excel academically and personally to become aspirational and inspirational young people, who are ambassadors of change for their community.

Leeds East Academy is a unique and very special place to work. Our philosophy is grounded in securing the highest professional standards through the implementation of a framework of 'high expectations, high challenge and high support' for all professionals. As a key member of the White Rose Academies Trust and ground-breaking Luminate Education Group, all professionals benefit from exceptional CPD like no other in the City. A broad, varied and highly personalised CPD offer is in place, driven by the latest educational research, focused on the development of all professionals in the organisation at each career stage. Colleagues train with us, grow with us and progress with us. There is no better time to join Leeds East Academy as a colleague.

Leeds East Academy serves the community of Seacroft and other surrounding areas and is fortunate to be housed in a £14 million building, which opened in late 2013. Staff and students at the academy benefit from a bright, modern, heavily resourced learning environment, which is highly flexible to meet the needs of the 21st century learner.

It is a privilege and an honour to be the Principal of such an amazing school. It is an extremely exciting time to join us as we embark on our journey to outstanding.

I hope you enjoy learning about our students, our school and our culture, and I look forward to the possibility of working with you should you choose to apply for this role.

## SO, NOW IT'S OVER TO YOU...

- Are you eager to join a forward-thinking organisation committed to securing the highest educational, professional, and personal standards?
- Do you feel you will thrive within a culture that is driven by clear values that permeate everything we do?
- Do you feel passionately about transforming student lives and the opportunities provided to our communities? If so, then we would be delighted to hear from you.



Yours sincerely,



Danny Bullock  
**Principal**

# JOB DESCRIPTION

**Post Reference:** 2247

**Academy:** Leeds East Academy

**Job Title:** Associate Teacher

**Grade:** C3 (Actual Salary £23,902 TO £25,264)

**Hours:** 37 hours per week, term time only plus 5 days

**Accountable to:** Lead Associate Teacher

## Role:

To contribute to the key objectives of the School Improvement Plan, raising standards of achievement by working under the guidance of senior teaching staff and within an agreed system of supervision, to implement agreed work programmes with individual groups, in or out of the classroom, and supervising whole classes during the absence of teachers.

Responsible for covering lessons, when required, for long and short periods of absence. Creating resources for departments and assisting with marking and feedback, as well as one to one and group interventions.

NB: All post-holders at the White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with the White Rose Academies Trust.

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## Duties and Responsibilities:

To provide cover supervision for the long and short-term absence of teachers.

- Direct and supervise students to complete the work set and complete records for absent teachers.
- To take on teaching timetables of members of staff with planned absence.
- Support departments with planning and preparation of lessons liaising with the head of the department and the team.
- To assist departments by supporting with marking and feedback where required.

- To use specialist skills/training/experience to support students' learning.
- Undertake dedicated and focused one to one work with individual and groups of students.
- Utilise specialist skills and knowledge to ensure activities promote the learning and progress of students.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within the classroom.
- To support students consistently whilst recognising and responding to their individual needs.
- To encourage students to interact and work co-operatively with others and engage all students in activities.
- To promote independence and employ strategies to recognise and reward achievement of self-reliance.
- To establish an appropriate learning environment in lessons.
- To work with the teacher in lesson planning, evaluating, and adjusting lesson/work plans as appropriate.
- To monitor and evaluate student responses to learning activities within a supervised lesson.
- To provide objective and accurate feedback and reports, as required, to the teacher on student achievement, progress, and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating school records, contributing to reviews of systems/records as requested.
- To promote positive values, attitudes, and good student behaviour, dealing promptly with conflicts and incidents in line with the established Positive Behaviour Policy and encourage students to take responsibility for their own behaviour.
- To carry out invigilation of internal and external examinations and assist with students who have specific needs, for example access arrangements.
- To provide curriculum administrative support, administer coursework, produce worksheets, and create resources as required, taking account of student's needs, language, and ability.
- Contribute to academy quality assurance processes when required.
- Reprographics/printing as required.
- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To help students to access learning activities through specialist support.
- To accompany visits and field trips as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- To be aware of, support difference, and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/work/aims of the school.

### Other Duties:

- To carry out morning, break, lunch and after school duties as required by the leadership team.
  - Cover for form tutor groups in cases of staff absence.
  - Carry out any other duties as directed by the Academy Principal.
- 

### Equal Opportunities

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
  - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.
- 

### Generic Staff Requirements

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and follow child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Academy Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through the White Rose Academies Trust Performance Management Policy. The Governors and Principals of the White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.



"Since I started teaching at Leeds East Academy I've regularly found myself in a state of astonishment at the sheer drive, commitment and passion of the staff and students alike. There is a very genuine, palpable desire for the students to thrive and succeed; the Academy offers and endorses a plethora of enriching opportunities that broaden the cultural capital for our cohort. Teaching English in a school that champions ambition and resilience, results in inspiring conversations, comprehensive writing and, most importantly, interesting and confident young people."

**Sasha Buchanan, Teacher of English**

# PERSONAL SPECIFICATION

**Academy:** Leeds East Academy

**Job Title:** Associate Teacher

You should be able to demonstrate that you meet the following criteria which are all essential:

E= Essential D=Desirable

**Measured by:**

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview R=References

| QUALIFICATIONS |  |            |
|----------------|--|------------|
| <b>D</b>       | NVQ or equivalent/relevant experience                      | <b>A I</b> |
| <b>E</b>       | Good Numeracy/literacy skills (GCSE A-C English and Maths) | <b>A I</b> |

| EXPERIENCE/KNOWLEDGE |   |              |
|----------------------|---|--------------|
| <b>E</b>             | Understanding of children's emotional and educational needs   | <b>A I</b>   |
| <b>E</b>             | Possess strong commitment to equality of opportunity for all  | <b>A I</b>   |
| <b>E</b>             | Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application | <b>A I R</b> |
| <b>E</b>             | Knowledge, understanding and commitment to safeguarding and promoting the welfare of students                                 | <b>A I R</b> |

| SKILLS, ATTRIBUTES AND ABILITIES |   |            |
|----------------------------------|---|------------|
| <b>E</b>                         | Able to take responsibility and work with autonomy within set boundaries                            | <b>A I</b> |
| <b>E</b>                         | Possess strong interpersonal skills and ability to communicate effectively with children and adults | <b>I T</b> |
| <b>E</b>                         | Good organisation and personal management skills  | <b>I T</b> |

|          |  |           |
|----------|--|-----------|
| <b>E</b> | Able to work successfully with students with challenging behaviour | <b>IT</b> |
| <b>E</b> | Able to relate well to children and adults                         | <b>IT</b> |
| <b>E</b> | Able to use ICT for recording, monitoring, and reporting           | <b>AI</b> |
| <b>E</b> | Able to respect sensitive and confidential work                    | <b>IT</b> |

| <b>BEHAVIOURAL AND OTHER CHARACTERISTICS</b> |   |           |
|--|---|-----------|
| <b>E</b>                                     | Willing to carry out all duties having regard to an employee's responsibility under the White Rose Academies Trust Health and Safety Policies | <b>I</b>  |
| <b>E</b>                                     | To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives                 | <b>I</b>  |
| <b>E</b>                                     | High level of motivation and commitment   | <b>AI</b> |
| <b>E</b>                                     | Commitment to own personal development and learning and willing to undertake further professional training as appropriate                     | <b>AI</b> |

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Child Protection Policy [here](#).

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.



“Working at Leeds East Academy allows me to make an impact on a fantastic community where I have been able to foster many positive relationships with students. As a member of the successful Spanish department, I feel a valuable member of the team in a thoroughly organised and well managed part of the school. I am now in my third year in the Academy and have been provided with exceptional CPD opportunities to develop my practice in and out of the classroom. As a result of this training, I have been able to launch a coaching programme aimed at further developing ECT2s and ECT3s, providing further T&L support, as well as training and guidance towards career aspirations outside of the classroom. I am proud to be a part of Leeds East Academy.”

**Andrew Kyle, Teacher of Spanish**

# THE SELECTION PROCESS

## HOW TO APPLY

Thank you for taking time to read and digest our information. If you wish to apply for this post with the White Rose Academies Trust, then you should;

- **Download and complete the WRAT application form.**
- Complete the application form **fully**, ensuring all details are accurate and all declarations are signed. Please ensure you enclose **two** professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the **person specification**, along with details of the unique contribution that you could make to the future success of the White Rose Academies Trust. If you do not complete the personal statement section of the form, you will not be considered for the role. CVs cannot be accepted.
- **PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.**
- Submit your application by the deadline stated below. Late applications will not be considered.

## TIMETABLE FOR THE SELECTION PROCESS

**Closing date for applications:** Wednesday 19<sup>th</sup> April 2023, 9am

**Shortlisting date:** Wednesday 19<sup>th</sup> April 2023

**Interview date:** Monday 24<sup>th</sup> April 2023

**Start date:** As soon as possible, upon successful completion of pre-employment checks

For more information, please visit our website at [White Rose Academies Careers](https://www.whiteroseacademies.org/careers).

To apply for this role please complete our application form and return to [recruitment@whiteroseacademies.org](mailto:recruitment@whiteroseacademies.org) by the closing date. Please note we are unable to accept CV's.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check. Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Child Protection Policy [here](#).

# STAFF BENEFITS

We are delighted that you are considering applying for a role with the White Rose Academies Trust. In addition to highlighting this opportunity for you to work for a progressive, highly supportive and visionary trust, we also want to share with you a sample of the amazing benefits available to all staff.

 health assured

Health Assured offer free and confidential advice and support to staff and immediate family, 24 hours, 7 days per week. Services include support with family, finances, legal advice, stress, anxiety and bereavement, also providing access to structured counselling sessions.



We provide a trust-wide CPD programme and opportunities to attend national and international conferences, visit 'outstanding' academies/trusts nationally, along with access to formal qualifications up to Masters level.

 First Bus

Discounted monthly bus ticket, automated mobile ticket renewals, unlimited bus travel for work or leisure, tickets sent straight to your mobile.



The trust continues to support a wide number of colleagues in undertaking apprenticeships, undergraduate and post-graduate degrees and professional qualifications (e.g. CIMA).



The Local Government Pensions Scheme (LGPS) is a statutory scheme. The rules of the scheme are issued by Parliament and have the force of law. The legal status of the pension scheme rules gives it a great deal of security.



We are part of the CycleScheme. Save money on a new bike and spread the cost. Visit their website for more information on how to sign up to this fantastic scheme.



Free parking for staff at all of our academy locations.



Techscheme allows you to purchase the latest tech through your employer via salary sacrifice. Spread the cost across 12 payments from your gross salary, making NI savings. There are over 5,000 tech products to choose from.



“This is my third year teaching at Leeds East, and I have loved every moment of it. Despite all the challenges that have arisen because of COVID, I have always felt highly supported. This has taken the form of both personal and professional support from a number of colleagues across the Academy. I think what I have loved most about Leeds East is the opportunities for career progression and additional responsibilities. I am still pretty early on in my career, but I have been given the opportunity to run and contribute to CPD across the school and the Trust.”

**Chiara Marquis, Geography Teach First Instructor**

# STAFF WELLBEING

The White Rose Academies Trust is made of outstanding professionals, whose daily commitment is matched only by the pride our students feel for their school and education. The future of our society is exciting, vibrant and safe in the hands of our students and staff.

We are committed to encouraging a positive working environment that promotes the physical and mental wellbeing of our staff. The capability and wellbeing of our colleagues is a priority for the trust. Therefore, we make every effort to address and meet our employee's health and wellbeing needs.



Colleague  
Recognition

We have a great staff recognition system which is built around a system of gratitude/appreciation cards. This initiative encourages staff to submit positive feedback to their peers and allows all staff to be appropriately recognised for their hard work.



Wellbeing  
Wednesdays

Our academies have introduced Wellbeing Wednesday breakfast for all staff. Breakfast is available from 7:45am in the canteen.



Department  
for Education

We have signed up to the Education Staff Wellbeing Charter because the wellbeing of our staff is of paramount importance to us. Visit the Dfe website for further details.



MINDFUL  
EMPLOYER

Unlike other accreditations or quality standards, the Charter for 'Employers Positive about Mental Health' is about recognising those employers working towards better mental health in the workplace; no matter where they are in their journey.



Staff Recognition Treats

Staff are awarded with sweet treats throughout the year to thank them for their hard work.



Health Assured offer free and confidential advice and support to staff and immediate family, 24 hours, 7 days per week. Services include support with family, finances, legal advice, stress, anxiety and bereavement, also providing access to structured counselling sessions.

# MESSAGE FROM THE BOARD

Welcome to the White Rose Academies Trust.

We are an ambitious trust with very high aspirations for the children and diverse communities which we serve. Our values underpin everything we do and our compassionate approach is reflected in our students and how we all work together as one.

Our Board is made up of incredibly talented and inspiring people. With backgrounds and experience spanning the public and private sector, our members bring both strong business acumen and extensive education skills and knowledge.

We are focused on building the best environment for our academies to flourish and by providing excellent governance we aim to:

- ensure clarity of vision and strategic direction,
- hold executive leaders to account for the educational performance of the organisation, its students and the performance of staff,
- oversee the financial performance of the organisation and make sure its money is well spent.

We are thrilled with the improvements and progress achieved by all our academies so far. Our rating of 'Good' by Ofsted, with Leeds City Academy also achieving 'Outstanding' for Leadership and Management is something we are incredibly proud of. We are also delighted to have welcomed our first primary school, Alder Tree Primary, to the trust. We know we have the right teams of professionals in our academies to take us further as we continue to grow the trust.

## Board of Directors

## OUR SHARED PURPOSE AS THE LUMINATE EDUCATION GROUP IS DEFINED THROUGH THE WORK OF ALL OUR STAFF EVERY DAY.

The White Rose Academies Trust is a member of Luminate Education Group.

Together, the academies (Leeds City Academy, Leeds East Academy, Leeds West Academy and Alder Tree Primary) provide education to almost 4,000 4-16 year olds in Leeds. The trust employs over 500 staff and has an annual turnover of £26 million.

Luminate Education Group also consists of Harrogate College, Keighley College, Leeds City College, Leeds Conservatoire, Leeds Sixth Form College and University Centre. It is one of the largest education providers in the Yorkshire region, with over 30,000 students and 3,000 staff members, offering education from Early Years through to Higher Education. The members work together to provide the best opportunities and experiences for students that are aligned to local needs and inclusive for all. The group has now established itself as 'a leading voice in education, training and community transformation'.

[www.luminate.ac.uk](http://www.luminate.ac.uk)

**HARROGATE COLLEGE**

**IC Keighley College**

**LEEDS CITY COLLEGE**

**LEEDS CONSERVATOIRE**

**LEEDS SIXTH FORM COLLEGE**

**University Centre Leeds**

**WHITE ROSE ACADEMIES**

**YORKSHIRE CENTRE FOR TRAINING & DEVELOPMENT**



"Our ambition is excellence.  
Every child, every teacher,  
everyone; outstanding."

The White Rose Academies Trust is a  
member of Luminare Education Group

**luminare**  
EDUCATION GROUP

