



Job Application Pack
Early Years Foundation Stage Leader & Class Teacher
Bluecoat Primary Academy



Bluecoat Primary
believe in yourself, in others, in God

Salary: MPS/UPS + TLR 2b £2,963
Full Time
Permanent

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy and The Nottingham Emmanuel School.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position in the city.



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Academy Wollaton

Bluecoat Wollaton Academy has over 750 learners aged 11-16, and like Bluecoat Academy Aspley is both distinctively Christian and inclusive.

Almost in the heart of Wollaton Park its rural location bellies its city postcode. Bluecoat Wollaton benefited from a rebuilding programme under Building Schools for the Future and now boasts some of the most state of the art accommodation in the Trust

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with almost 700 students currently on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve

Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values.



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new; state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School has over 950 students, including over 130 in the Sixth Form.

The Nottingham Emmanuel School is a Church of England secondary school and Sixth Form, located near the banks of the river Trent in West Bridgford. The Nottingham Emmanuel School have been praised nationally for our Christian distinctiveness.



Bluecoat SCITT Alliance
Nottingham

Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Primary and Secondary Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Bluecoat Academy Primary – Head Teacher

Bluecoat Academy Primary offers a caring, nurturing and secure environment that enables everyone to be the best that they can be. We share a life-long love of learning and recognise that students and staff alike are on a journey; acquiring deep knowledge, skills and understanding along the way. We pride ourselves on learning from each other and our use of well-grounded research in decision making.



Bluecoat truly values everyone and everyone has a voice. We love the fact that our school is made up of families from different social, cultural and religious backgrounds and ensure that we always have high aspirations of everyone. Our staff team is passionate about the success of each and every individual and we make sure that we prepare all children to make exceptional contributions to our global society. At Bluecoat we value positive behaviour, attitudes and manners and role model these desired behaviours in all that we do. We strive to deliver the highest standard of teaching and learning in all areas and ensure that all children develop academically, spiritually, morally, culturally and emotionally. Belief is important to us: we believe in ourselves, in each other and in God.



The Vacancy

As a valued member of the Primary Team, the post holder will be responsible for delivering high standards of teaching and ensuring strong pupil progress to a Reception class, as well as providing strategic leadership and management for EYFS. This includes working alongside the existing Head and Deputy Head Teacher to monitor standards; deliver CPD; role model excellent practice; and deliver improvement in line with the Academy Improvement Plan.



Due to the growth of the academy, the successful applicant will become an integral part of creating a unique and exciting EYFS provision for the future. As Bluecoat Primary Academy continues on its journey as a growing academy serving more families within the community, it offers excellent opportunities for career progression, therefore we seek candidates who are ambitious and able to support the academy in its development as part of the Multi Academy Trust.

Whilst employed to work predominantly at Bluecoat Primary Academy, there may be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.



Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation. The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Applications

For more information about Bluecoat Primary Academy, please visit www.bluecoatprimaryacademy.co.uk. To apply for the role please download the 'Teacher Application Form' from the 'Vacancies' section on our website and submit to recruitment@bluecoat.uk.com clearly demonstrating your suitability for the role.

Closing date: 9am Wednesday 1st March 2018

Provisional Interview date: Friday 9th March 2018

If you have any queries, wish to discuss the role informally or undertake a visit to the Primary Academy, please do not hesitate to contact us via email recruitment@bluecoat.uk.com or telephone 0115 929 7445 Ext: 3202 or Ext: 3302

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

Job Description

POST TITLE:	EYFS LEADER AND CLASS TEACHER
GRADE:	MPS/UPS + TLR2B
MAIN PURPOSE:	TEACHING PLANNING AND DELIVERY OF STIMULATING LESSONS THAT ENABLE ALL CHILDREN TO MAKE GOOD PROGRESS.
RESPONSIBLE TO:	HEAD OF PRIMARY/ CHIEF EXECUTIVE OFFICER
RELATIONSHIPS WITH:	PRIMARY & TRUST WIDE TEACHING COLLEAGUES SENCO & TEACHING ASSISTANTS SUPPORT STAFF PARENTS LOCAL COMMUNITY AND EDUCATIONAL PROVIDERS GOVERNORS AND STAKEHOLDERS

Introduction

Each teacher is responsible for all aspects of teaching and learning for those classes and students assigned to them. This involves the organisation and administration of classes, the preparation of lesson plans and teaching within school guidelines and schemes of work. Each member of staff has a responsibility to promote high quality throughout their work and that of the Key Stage, Academy and Trust as a whole. In particular it is important to maintain high standards of achievement and to encourage all students to fulfil their potential through effective teaching and high expectations.

In teaching at Archway Learning Trust importance is attached to:

- Team work
- Open consultation and participation in decision making
- Good communication
- Mutually supportive approach - sharing responsibility, success and problems
- Exercising positive leadership with students
- Maintaining high personal and professional standards
- Being forward looking and anticipating change

Main Responsibilities

- Teach students of the full range of ability;
- Contribute to the development of the Key Stage's curriculum;
- Attend and contribute to school assemblies and acts of worship, as applicable;
- Follow Academy and departmental procedures on assessment, recording and reporting, including communication with parents at consultation evenings;
- Take part in class activities such as trips and visits;
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively;
- Use a variety of teaching strategies which involve planned adult intervention, first-hand experience and play and talk as a vehicle for learning;
- Manage parents and other adults in the classroom.
- Undertake such Key Stage responsibilities as are delegated by the Primary Lead;
- Carry out a share of supervisory duties in accordance with published rotas;
- Set and mark home learning in accordance with Academy and Key Stage policies;
- Participate in meetings with colleagues and/or parents/carers with regard to the above responsibilities.

- Plan teaching activities to achieve progression of students
- Assess learning objectives to determine whether they have been achieved and use the assessment to improve teaching and learning.
- Follow and implement Trust policies and procedures

Teacher Responsibilities

- To deliver high standards of teaching which leads to strong pupil progress for all, from those who have additional needs, to those who need high levels of challenge.
- To contribute to the development, monitoring and evaluation of the Academy Improvement Plan.
- To monitor teaching standards with the Headteacher and Deputy Headteacher.
- To monitor and evaluate standards of learning in the school with the Headteacher and the Deputy Headteacher.
- Attend SLT meetings as required.
- Contribute to the creation of a climate that enables all staff to develop and maintain positive attitudes towards their teaching.
- Work collaboratively with SLT staff on identified academy priorities.
- To have responsibility and devolved leadership under the direction of the Head Teacher for the strategic leadership and management of English.
- To ensure that the school complies with all statutory requirements in terms of the curriculum, assessment and recording and reporting of pupils' attainment and progress.
- To implement appropriate strategies for improving and sustaining high standards of teaching, learning and achievement for all pupils.
- To ensure that teachers – through short, medium and long term plans – understand the sequence of teaching and learning
- To use data effectively to establish clear and challenging targets for pupil achievement and improvement, including SEN, Gifted and Talented, pupils with English as an additional language and other learning groups as appropriate and identified.
- To offer support and guidance to staff in the effective teaching of pupils suggesting appropriate strategies and CPD opportunities to ensure high standards.
- To liaise with relevant members of staff including outside agencies,
- Lead CPD meetings and INSET for the school.
- As a member of the Leadership Team - analyse and interpret relevant national, local and school data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- To establish and implement clear policies and practices for assessing, recording and reporting pupils' attainment and progress.
- To write an annual action plan and to monitor and evaluate it against the success criteria and to use this to identify future priorities for development as part of the academy plan.
- To maintain an evidence file for inclusion in the SEF, as appropriate
- To establish staff and resource needs and take responsibility for managing a budget of likely priority expenditure.
- To allocate, deploy and maintain resources to ensure value for money.
- To maintain effective communication with governors ensuring they are well informed about subject plans, policies and priorities.
- To develop appropriate networks with other outside agencies, including cluster groups, network learning communities, business, industry, community groups and ITT providers.
- To provide guidance and support to staff in their written communications regarding Literacy, including the annual report to parents.
- To ensure the effective teaching of pupils by overseeing planning, preparation and assessment, and by any other appropriate evaluative activity.

General Notes

- 1) The aforementioned responsibilities are subject to the general duties and responsibilities contained in the School Teachers' Pay and Conditions Document and the Conditions of Service ("Burgundy Book") and are additional to the general duties and responsibilities of a Teacher;
- 2) These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- 3) These accountabilities are not necessarily a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

Dress Code

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

Person Specification – EYFS Leader & Class Teacher

	<u>Essential</u>	<u>Desirable</u>
<u>Qualifications</u>	<p>Relevant 'A' Levels (or equivalent);</p> <p>Qualified Teacher Status;</p> <p>Evidence of continuing professional development or further professional study;</p>	<p>Good honours degree (2:1 or better);</p> <p>Accredited Middle Leadership qualification;</p>
<u>Experience</u>	<p>A proven track record for delivering high standards within the primary phase, particularly EYFS;</p> <p>Experience of raising achievement in all aspects of the EYFS curriculum;</p> <p>Experience of leading and managing within a primary setting;</p> <p>Experience of working with children with a wide variety of learning needs;</p> <p>Experience of working in partnership with a wide range of stake holders including colleagues, parents, governors, and a range of professionals from other agencies;</p> <p>Experience of monitoring, evaluating and reviewing classroom and assessment practice and promoting improvement strategies;</p> <p>Involvement in leading the implementation of whole-school initiatives;</p>	<p>A proven track record of delivering high standards in EYFS;</p> <p>Experience of providing additional support to children working below age-related expectations in order to ensure good pupil progress.</p> <p>Experience of Nursery provision.</p> <p>Experience as a middle leader;</p>
<u>Knowledge and understanding</u>	<p>An understanding of current educational developments and a clear grasp of issues relating to Early Years Education;</p> <p>In-depth knowledge and understanding of the EYFS curriculum and statutory legislation for EYFS;</p>	<p>A sound understanding of school evaluation including the processes within Ofsted;</p> <p>Good knowledge and understanding of early reading and maths.</p>

	<p>Sound knowledge and understanding of Assessment for Learning strategies;</p> <p>A sound understanding of the way in which the environment (both inside and outside) can be used to facilitate children's learning;</p> <p>An understanding of and commitment to learning through a creative curriculum;</p> <p>An understanding of and commitment to equal opportunities</p> <p>Sound knowledge of effective continuous provision in F1 and F2.</p> <p>The monitoring, assessment, recording and reporting of pupils' progress;</p> <p>The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection;</p>	
<p><u>Skills and Abilities</u></p>	<p>Ability to build a team and bring out the best in people;</p> <p>A positive approach when facing challenges;</p> <p>Ability to lead by example and provide a clear direction;</p> <p>Confident user of ICT;</p> <p>Ability to monitor and evaluate teaching and learning and implement strategies for improvement;</p> <p>Ability to solve everyday problems by using initiative, flexibility and creativity;</p> <p>Good organisation and time management skills;</p> <p>Ability to work under pressure and remain calm and positive;</p> <p>Good/outstanding classroom practitioner;</p>	

	<p>Ability to use innovative, active teaching methods;</p> <p>Well developed and effective communication skills, written and verbal;</p> <p>Ability to use data effectively to drive school improvement;</p> <p>Good interpersonal skills and an ability to work effectively in and support and manage teams;</p> <p>Ability to work effectively with students with a range of needs.</p>	
<p><u>Personal Characteristics</u></p>	<ul style="list-style-type: none"> • Warm , nurturing leader who can bring out the best in people; • • Energetic, enthusiastic and enjoys new challenges and leading change; • • An empathy for students from a wide variety of social, cultural and SEN backgrounds; • • Ability to be in full support and lead the important Christian values of the Trust; • • A willingness to work hard with enthusiasm and vision; <p>Resilience;</p> <ul style="list-style-type: none"> • • Tact and sensitivity; • • Integrity, emotional intelligence and 	

	<p>good judgement;</p> <ul style="list-style-type: none">•• A sense of humour;•• Confidence, independence and flexibility;•• Calm under pressure;•• Well-organised;• Demonstrate a commitment to the job beyond the basic demands of the post.	
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