PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK

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LETTER FROM THE CEO AND DEPUTY CEO

Dear Candidate

Thank you for taking the time to download the application pack and expressing your interest in the current vacancies at Prince Albert Community Trust.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a brief summary about the trust and details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you soon.

Sajid Gulzar

Phillipa Sherlock-Lewis

WELCOME FROM OUR CEO

I was born and have grown up in inner city Birmingham. As a child I attended Highfield Junior & Infant School, a large Victorian built primary school in the Saltley area of the city. I was delighted when Highfield joined our family of schools, becoming the third member of the Prince Albert Community Trust (PACT) in 2016.My parents were first generation immigrants from Pakistan and from a very early age instilled in me the value and transformational power of education, a journey that I began at Highfield in 1978 as a four-year-old who spoke no English.

My background and experiences give me a unique insight into the communities I currently serve as Executive Headteacher and CEO of PACT. We have many children at our ever-growing group of PACT schools and I have the same high expectations for all of them. We understand that from time to time some of our children and families experience very challenging circumstances, we are clear in our belief however that there is no excuse for underachievement and that regardless of their situation; all of our students will fulfil their potential. It is this belief that was the genesis of the idea of Prince Albert High School and led to its conception.

PA High is without a doubt the most exciting project I have had the privilege to be involved in.The school opened in September 2021 next to the Athletes Village of the Birmingham Commonwealth 2022 Games. It will provide the opportunity for us to continue to educate our PACT primary aged children through to 16 and 18 years old. As educators and those responsible for building the foundations for future educational success for our children, we believe that everything that happens in our schools has to be good enough for our own children, if we are to accept it as good enough for the students that we serve. I insist that all staff have to buy into this philosophy. This message has been embraced by staff and as a result: all of the PACT schools provide an excellent quality of education led by a dedicated and talented Senior Leadership Team. I would be proud to send my own children to any of our schools.

I lead a highly committed and talented group of people who go above and beyond on a daily basis in order to ensure that our students get the most out of their primary school education. We value highly and invest heavily in staff development in order that we have the very best people working with our children. PA High will enable us to continue to do this and take the responsibility for preparing our children for adult life.

For many of our students, as it was for me, growing up in inner city Birmingham, this is their one chance to secure a future for themselves and their families. The gravity of our responsibility must never be underestimated.

Sajid Gulzar OBE

WELCOME FROM OUR DEPUTY CEO

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.

I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Deputy Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children…we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

Phillipa Sherlock-Lewis

OUR PHILOSOPHY

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our pupils to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our pupils have the potential to achieve the highest academic standards and to compete with high achieving pupils locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally. The success of our schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our pupils.

OUR PURPOSE, AMBITION AND VALUES

OUR PURPOSE

Enable every pupil to succeed at school and in life

OUR AMBITION

- ***Exceptional pupil welfare***
- ***Exceptional education***
- ***Exceptional people***
- ***Exceptional infrastructure***
- ***Sustainability***

OUR VALUES

In all that we do we demonstrate:

Passion – inspiring a love of learning and being determined to make a difference
Aspiration – wanting the very best for our pupils, our families, our communities and our staff
Collaboration – working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals
Trust – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in

SAFEGUARDING POLICY

CHILD SAFEGUARDING POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

KEEPING CHILDREN SAFE IN EDUCATION 2022

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit each school's website by clicking on the images below for their full policy.

PE TEACHING ASSISTANT APPRENTICE

36.5 HOURS

TERM-TIME ONLY

FIXED TERM 16 MONTHS

ACTUAL SALARY £8,004 - £15,808

£4.81 PER HOUR FOR FIRST YEAR OF APPRENTICESHIP

The Prince Albert Community Trust wish to appoint Physical Education Teaching Assistant Apprentices to start in January 2023.

We are looking for passionate individuals dedicated to developing physical education, school sport and healthy active lifestyles (PESSPA). You will be required to support the delivery of PESSPA across School and provide support within class in the delivery of learning activities.

This is a fantastic opportunity for someone who is passionate about PESSPA and developing their knowledge, understanding of Teaching, and Learning.

Applicants are sought from candidates who have the following skills and abilities:

- An outstanding work ethic,
- Proactive and forward thinking.
- A positive relationship with pupils parents/carers and staff.
- Committed and enthusiastic to developing the health and wellbeing of our pupils.
- Can support and deliver physical education, physical activity and school sport
- Be a positive role model who works in a professional manner at all times
- Work collaboratively and supportively with colleagues across the trust
- Is well organised and committed to the development of PESSPA provision at PACT

The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and candidates will be required to undergo an enhanced DBS check.

Further information about the schools, our outcomes and philosophy can be found on our Trust's website: www.pact.bham.sch.uk.

To apply for this role, please complete the online application form available via the link **here**

"This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role"

Closing Date: Friday 6th January 2023, 9:00am

ROLE INFORMATION

Post: PE Teaching Assistant Apprentice (Level 3)
Salary: Apprentice
Responsible to: Trust Leader for Sport

JOB DESCRIPTION: PE TEACHING ASSISTANT APPRENTICE (LEVEL 3)

Job Description:
Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.
Core purpose:

- To support and deliver PESSPA programmes across school.
- To work under the guidance of the class teacher in the planning and implementation of work programmes with individuals or groups of pupils or the whole class to promote effective teaching and learning.
- To complete the Level 3 Teaching Assistant Apprenticeship standard.

DUTIES AND RESPONSIBILITIES

- To provide general support to the class teacher in the management and organisation of the pupils and the classroom To develop working relationships with the pupils, acting as a role model and setting high expectations
- To support pupils with special educational needs through the delivery of specific learning programs and to contribute to setting individual education plan (IEP) targets and to IEP reviews.
- To support the delivery of learning activities and share feedback from learning activities with the teacher.
- To work closely with the teacher to assist in the planning, development and delivery of all areas of the curriculum. - As required, to prepare the classroom/outside areas for lessons, ensuring that resources and equipment are available and cleared away at the end of lessons as appropriate.
- To work on classroom displays following consultation with the teacher.
- To support with the observation, monitoring and evaluation of pupil responses to learning activities through a range of assessment and monitoring strategies determined by the teacher.
- To plan structured coaching sessions appropriate to the pupils.
- To ensure that the activity within each session offers progressive development towards defined goals, particularly those related to the national curriculum requirements.
- To deliver PESSPA activities take place in a safe environment with due regard to Health and Safety recommendations.
- To attend relevant meetings and participate in training opportunities and professional development as required for the duration and completion of the Level 3 Apprenticeship standard.
- To demonstrate knowledge of accident, incident, and emergency procedures.
- To report accidents and incidents in line with school policy.
- To be responsible for the collection and care of sports equipment.
- To promote the work and vision of the Prince Albert Community Trust by always maintaining high standards of personal appearance and adopting a friendly, professional approach to the public.
- To accompany pupils to school sports events and out of hours activities.

Special Conditions of Employment

Rehabilitation of Offenders Act 1974
This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

Health and Safety
The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

JOB DESCRIPTION: PE TEACHING ASSISTANT APPRENTICE (LEVEL 3)

Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

PERSON SPECIFICATION: PE TEACHING ASSISTANT APPRENTICE (LEVEL 3)

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION & QUALIFICATIONS	• Possess a minimum of one Level 2 NGB qualification or working towards • 5 GCSE A*-C (Including Maths and English) or equivalent	• Experience of working within a school and/or sports setting in a leadership/voluntary capacity
EXPERIENCE	• Practical experience of working with young children and/or young people. • An understanding of the national physical education curriculum • Knowledge of child development. An insight into the needs of young children and their parents • Able to work with other professionals. Good knowledge of school system Experience of working within a school and/or sports setting • Working knowledge of Microsoft Office i.e., Word, Excel, PowerPoint. • Use materials and equipment safely and efficiently	
SKILLS & ABILTIES	• Be flexible and an adaptable person with a pleasant manner and a willingness to work for the aims of the school • The ability to establish positive relationships with children and their families and understand the importance of links with home • The ability to communicate with children, parents and staff effectively • Self- motivated to complete tasks to the required standard	
TRAINING	• Understand and carry out oral and written instructions • Willingness to participate in further training and developmental opportunities offered by the school to further knowledge and skills.	• A levels or equivalent • Sports leader UK qualifications

PERSON SPECIFICATION: PE TEACHING ASSISTANT APPRENTICE (LEVEL 3)

CRITERIA	ESSENTIAL	DESIRABLE
OTHER	• Commitment to equal opportunities • Willing to work outside of school hours where required to support the children with additional needs to access out of hours learning opportunities. • A flexible and positive attitude. • Knowledge of PESSPA and the impact on childrens' wellbeing and mental health.	
SUITABILITY TO WORK WITH CHILDREN	• Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with • Not barred from working with children	

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.
We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

CONDITIONAL OFFER: PRE- EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

HOW CAN I APPLY?

To apply for this role, please complete the online application form available **here.**

Adverts Open
Monday 19th December 2022

Deadline for Applications
Friday 6th January 2023, 9:00am

Shortlisting
w/c 9th January 2023

Interviews
TBC

All applications will receive an email confirmation within 48 hours of receipt of application; if you do not receive this please contact the **PACT HR team** on **HR@the-pact.co.uk.** The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 10 working days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

We reserve the right to withdraw from this recruitment process at any given point.

CONTACT US

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