

# Applicant Information Pack

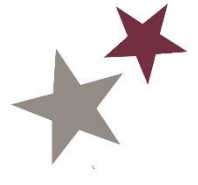
Pastoral Year Leader



A BEACON OF EXCELLENCE FOR THE NORTH OF SHEFFIELD

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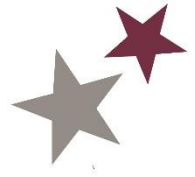
"The staff are amazing, a true team with a shared vision who have the pupils best interests at heart.

The expectations of pupils are high, everyone is so supportive and we always work together to achieve the high standards expected at Astrea Academy Sheffield"

**Sarah Naylor | Head of PE**

# Welcome Letter from Benedick Ashmore-Short

## Interim CEO – Astrea Academy Trust



Dear candidate,

Thank you for your interest in this role within the Astrea Academy Trust.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

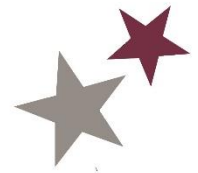
**Benedick Ashmore-Short**

Interim Chief Executive, Astrea Academy Trust



# A Warm Welcome from Kim Wilson

## Executive Principal – Astrea Academy Sheffield



### *‘Sapientia ducet ad astra – Wisdom leads to the stars’*

We are delighted that you are interested in applying for this role at Astrea Academy Sheffield.

Astrea Academy Trust is thrilled to have the opportunity to cultivate a brand new academy that compliments the existing provision in the area and meets the basic need for additional school places. This is a rare and unique opportunity to join us on our journey - where ambition has no limits!

It is key to understand the context of our academy. Pupils in our Pre Prep facility now include a 52 place nursery, 2 reception classes and 2 Year 1 classes. Pupils in our current Year 7 and 8 have arrived from a variety of primary schools across the city. Our pupils represent 21 different ethnicities with 98.4% of our current cohort are from Ethnic Minority Groups. 68% of our pupils are disadvantaged, with 35% currently receiving Free School Meals (national is 13.3%). The catchment area of the academy is within the bottom 10% most deprived areas within the country.



The Academy opened its doors for the first time in September 2018 and will in time be a 2 – 18 provision for children in the Burngreave area. We are delighted to say we are bursting at the seams as Astrea Academy Sheffield is the school of choice in the area and are we are currently oversubscribed for 2019/20 and 2020/21.

With the combination of a Grade II listed building and a brand new building, there is a real physical heritage to our new school. With an investment in excess of £25M, the facilities are cutting edge, including science and technology laboratories, modern classrooms, a 300 seated hall, 4G pitch, an underground sports hall, outside stone amphitheater and forest school learning area. This ground breaking campus is truly breathtaking.

It is a rare opportunity and an exciting time to join Astrea Academy Sheffield ‘the beacon of the North.’ Our location is at the heart of a new learning community which will continue to grow as we forge these ever essential relationships with families and businesses in the area. We are fondly referred to as an ‘employer’ and ‘school’ of choice.

We work within a supportive learning community of staff, parents and pupils, enabling a world of learning opportunities which will inspire and motivate pupils of Astrea Academy Sheffield to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.

This is a truly unique and once in a life time opportunity and we are seeking distinctive and exceptional individuals who are able to offer the absolute best they can to enhance the life chances of children at Astrea Academy Sheffield.



**This is an exciting and challenging role which offers:**

- The opportunity to be part of something truly special – to be part of our family from its infancy
- The opportunity to make a significant impact and ensure a lasting legacy in an academy that will grow with you as an individual
- The unwavering support of an experienced Principal and dedicated teams within the academy.
- Significant investment in your professional development
- The chance to work with vibrant and enthusiastic cohort of pupils aged 2 – 18
- The opportunity to be part of a true all – through education provision
- The opportunity to contribute to the development of our curriculum, professional development and quality teaching networks across the entire Astrea Academy Trust

**Ideal candidates will:**

- Have a true passion for excellence in education
- Be committed to community cohesion and developing the whole child, not just academically
- Have a very clear understanding of what makes a great school and the skills and character to be part of this (rigorous planning, high expectations, great CPD, honesty, kindness, passion, commitment and resilience) day in, day out
- Be excited by, and committed to, supporting practices that will drive great progress at Astrea Academy Sheffield
- Be fully aligned with Astrea's Value Partners

**Everything we achieve is underpinned by all, in these Value Partners;**

- Responsibility and Leadership (#4equity)
- Enjoyment and Innovation (#go4it)
- Aspiration and Development (#Reach4thestars)
- Collaboration and Inclusion (#all4one)
- Honesty and Integrity (#4good)

If you think you have what it takes to further unleash Astrea Academy Sheffield's incredible potential, and be part of this amazing journey - we want to hear from you!

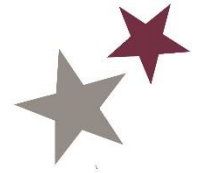
**Mrs Kim Wilson**  
**Executive Principal, Astrea Academy Sheffield**

**'The Executive Principal leads her team with drive and much determination, maintaining a constant focus on securing the best outcomes for all pupils.'**

**Challenge Partners External Review**  
**Feb 2019**

# The Vision

## Astrea Academy Sheffield



### Our Mission

A broad and balanced curriculum based on knowledge, skills and experiences will enrich pupils' lives, build cultural capital and instil a love of learning. They will be able to apply their learning to real world contexts and problems, creating solutions in collaboration with others. Pupils will learn to value family, community and the environment. They will make a positive contribution to the life of the school and those around them. Pupils will become resilient learners who are motivated to take responsibility for their learning, health, well-being and happiness. Pupils will have high expectations of themselves, a culture of craftsmanship and a drive for excellence. They will understand the scope of possibilities that lie ahead of them and what is required to achieve their ambitions with the confidence and belief to make them a reality.

### A Unique Education

At Astrea Academy Sheffield, our curriculum is the purpose of our school. The curriculum is everything that we want our pupils to know and to understand. It includes learning about discrete subject disciplines such as the sciences, humanities and the arts, and also how these disciplines relate to one another. Our curriculum is also what we want pupils to achieve, the opportunities we offer them and the experiences we believe all pupils are entitled to.

The unique offer of our enriched curriculum enables pupil's attitudes to learning flourish. Our KS3 pupils undertake a range of electives on a Wednesday afternoon which include circus skills, Football, Dodgeball, Netball, Creative Writing, Taekwondo, Cheerleading, Art, Fun Science and Dance.

In addition to elective and subject curriculum, the role of the form tutor is pivotal in pupil and pastoral development and wellbeing. Tutors meet with their group twice per day and through this time build exceptional relationships with pupils and also with parents.

### Our Affirmation

Pupils and colleagues all live by our affirmation;

- ★ I am Strong
- ★ I am Successful
- ★ I am Astrea

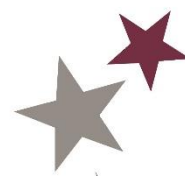
**'In ALL lessons, teachers create an excellent climate for learning, with ALL pupils engaged in their work. Lessons are calm and purposeful characterised by positive working relationships'**

**Challenge Partners External Review  
Feb 2019**



# Ground Breaking Facilities – Pre Prep Building

## Astrea Academy Sheffield



The beautiful Grade 2 listed Victorian Pye Bank Building has been restored with loving care. This impressive building currently houses our 52 place nursery, 2 reception classes, 2 Year 1 classes and will incorporate 2 Year 2 classes from September 2020. Pupils remain in this building until Year 4, where they then graduate to the senior building from Year 5.



Nursery  
Reception  
KS1





## Ground Breaking Facilities – Lower and Upper Senior Building

# Astrea Academy Sheffield



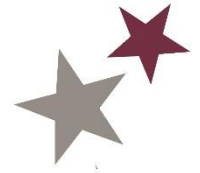
The ground breaking Lower and Senior building is a £25m new build that overlooks the city of Sheffield. Incorporating the highest quality facilities, this building is truly awe inspiring. Pupils from Years 5 to 13 attend this building with currently Year 7 and 8 in occupation. This will increase to Year 9 from September 2020.





# Pupil Life - Senior

## Astrea Academy Sheffield



Pupil experiences since our opening in September 2018 have been wide ranging. Examples of just a few of these fantastic experiences are: The Girls Debating Club reaching the regional and national finals; Our Wednesday afternoon electives which include dance, rock climbing, creative writing, Police Cadets and circus skills; Our Saturday morning cross country team; The Principal's celebration with milkshake and cookies for Stars of the Week; A whole year group trip to Stratford Upon Avon to visit Shakespeare's birthplace; A music masterclass by Status Quo; Pupils opening their end of year exam results and lectures at Sheffield Hallam University.



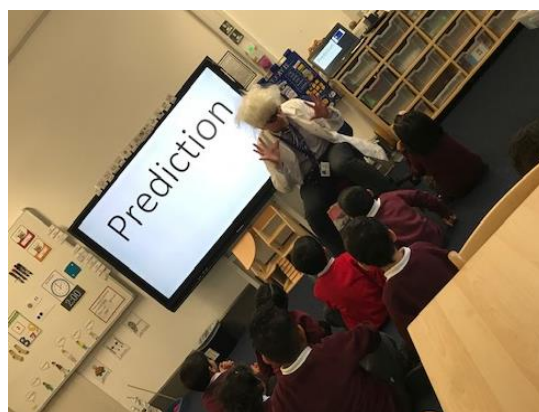


# Pupil Life – Pre Prep

## Astrea Academy Sheffield



In Pre Prep, pupils have experienced enriched activities both in and out of the academy. Examples include a visit to Cannon Hall Farm to see baby piglets being born; having access to high quality resources and displays to ensure interaction and communication are key in our children's development; a visit from the Premier League Trophy Team; a clear emphasis on reading individually and as part of a group; valued and positive parental engagement and who can forget our visit from Dr Prediction!





# Staff Experiences

## Astrea Academy Sheffield



At Astrea Academy Sheffield we value our staff and we will support you with everything that comes with working with pupils on a daily basis. Your health and wellbeing matters and our 'family' ethos embodies a true sense of belonging and care for all. Your professional development and exposure to unique experiences is important to us. You will be expected to be part in academy life so our ethos and vision are a daily reality. Examples of how we have achieved this since September 2018 are: Full staff Halloween celebration; our 3 Early Years Teacher Status staff met Amanda Spielman, Ofsted's Chief Inspector; celebrating our NQT's graduations; taking part in a whole academy faith leaders forum; a presentation for Employee of the term for the whole of Astrea Academy Trust to our Campus Manager; an international trip to China; getting competitive in a staff go karting social event and dressing up for world book day – can you spot our theme?!



# Astrea Academy Trust



We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

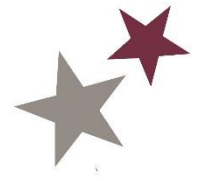


‘Leaders have enriched pupils’ experience through the wider curriculum and it is clear from meeting with pupils that they enjoy coming to school. They believe behaviour to be positive. They feel a real sense of achievement and as one child stated “I can go to the stars”

**Challenge Partners External Review, Astrea Academy Sheffield  
Feb 2019**







The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

### Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

### Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

### Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Astreastars**

### Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

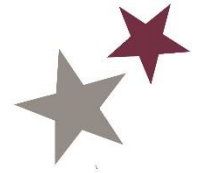
### Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

**You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website: <https://astreaacademytrust.org/>**

# The Family of Academies within

## Astrea Academy Trust

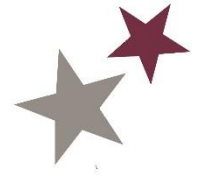


### Academies currently within Astrea Academy Trust:

Primary	Website
★ Atlas Primary Academy, Doncaster	<a href="https://www.astreaatlas.org">https://www.astreaatlas.org</a>
★ Byron Wood Academy, Sheffield	<a href="https://astreabyronwood.org/">https://astreabyronwood.org/</a>
★ Carrfield Primary Academy, Rotherham	<a href="https://www.astreacarrfield.org/">https://www.astreacarrfield.org/</a>
★ Castle Academy, Doncaster	<a href="https://www.astreacastle.org/">https://www.astreacastle.org/</a>
★ Denaby Main Primary Academy, Doncaster	<a href="https://www.astreadenabymain.org/">https://www.astreadenabymain.org/</a>
★ Edenthorpe Hall Academy, Doncaster	<a href="https://astreaedenthorpehall.org/">https://astreaedenthorpehall.org/</a>
★ Gooseacre Primary Academy, Rotherham	<a href="https://www.astreagooseacre.org/">https://www.astreagooseacre.org/</a>
★ Greengate Lane Academy, Sheffield	<a href="https://www.astreagreengatelane.org/">https://www.astreagreengatelane.org/</a>
★ Hartley Brook Primary Academy, Sheffield	<a href="https://www.astreahartleybrook.org/">https://www.astreahartleybrook.org/</a>
★ Hatfield Primary Academy, Sheffield	<a href="https://www.astreahatfield.org/">https://www.astreahatfield.org/</a>
★ Hexthorpe Primary Academy, Doncaster	<a href="https://www.astreahexthorpe.org/">https://www.astreahexthorpe.org/</a>
★ Highgate Primary Academy, Rotherham	<a href="https://www.astreahighgate.org/">https://www.astreahighgate.org/</a>
★ Hillside Academy, Doncaster	<a href="https://astreahillside.org/">https://astreahillside.org/</a>
★ Intake Primary Academy, Doncaster	<a href="https://www.astreaintake.org/">https://www.astreaintake.org/</a>
★ Kingfisher Primary Academy, Doncaster	<a href="https://www.astrea-kingfisher.org/">https://www.astrea-kingfisher.org/</a>
★ Lower Meadow Primary Academy, Sheffield	<a href="https://www.astrealowermeadow.org/">https://www.astrealowermeadow.org/</a>
★ The Hill Primary Academy, Rotherham	<a href="https://www.astreathehill.org/">https://www.astreathehill.org/</a>
★ Waverley Primary Academy, Doncaster	<a href="https://www.astreawaverley.org/">https://www.astreawaverley.org/</a>
<b>Secondary</b>	
★ Astrea Academy Dearne, Rotherham	<a href="https://astreadearne.org/">https://astreadearne.org/</a>
★ Astrea Academy Woodfields, Doncaster	<a href="https://astreawoodfields.org/">https://astreawoodfields.org/</a>
★ Cottenham Village College, Cambridgeshire	<a href="https://www.astreacottenham.org/">https://www.astreacottenham.org/</a>
★ Ernulf Academy, Cambridgeshire	<a href="https://www.ernulf.cambs.sch.uk/">https://www.ernulf.cambs.sch.uk/</a>
★ Longsands Academy, Cambridgeshire	<a href="https://www.longsands.cambs.sch.uk/">https://www.longsands.cambs.sch.uk/</a>
★ Netherwood Academy, Barnsley	<a href="https://astreanetherwood.org/">https://astreanetherwood.org/</a>
★ St Ivo Academy, Cambridgeshire	<a href="https://astreastivo.org/">https://astreastivo.org/</a>
<b>Special School</b>	
★ The Centre School, Cambridgeshire	<a href="https://www.astreacentreschool.org/">https://www.astreacentreschool.org/</a>
<b>All-through</b>	
★ Astrea Academy Sheffield, Sheffield	<a href="https://astreasheffield.org/">https://astreasheffield.org/</a>



# Job Description



## Astrea Academy Trust

**Position:** Pastoral Year Leader

**Salary:** £19,554 - £21,589 Pro Rata (Sheffield), 37hpw Grade 4 SP7-12

**Contract:** Permanent, Term time only

**Start date:** Immediately

**Reporting to:** Assistant Principal, Behaviour and Ethos

### Purpose of this role

The Pastoral Year Leader will ensure that the highest standards of pastoral care are in place for Key Stage 3 pupils at the academy. The role holder will enforce the high standards and expectations around behaviour, attendance and progress so that each pupil achieves their full potential. They will uphold Academy values and ethos of an all through provision, ensuring pupils life chances and destinations are the drivers for success.

### Main Duties

#### 1. A relentless commitment to excellence, every day.

- To support the leadership team in the development and management of the pupil support system across the academy, and to establish and maintain policies and practices to promote positive pupil behaviour, maintaining the highest standards of pupil conduct and operating appropriate rewards systems, or sanctions / interventions, where these standards are not achieved
- Lead year group assemblies which re-enforce the high expectations and give pupils the key information they need to be successful
- Oversee the tutor time curriculum, ensuring key themes and messages are embedded
- Work alongside the tutor group team to ensure that tutor time, and tutor events, are of the highest quality, and that uniform, equipment and homework standards are met
- Drive and track participation in extra-curricular events as a means to support pupils to strive for excellence
- Along with other members of the team, supervise pupils over lunchtimes, breaks and other times when pupils are allowed on the premises
- Hold and support team meetings and meetings with tutors / staff
- To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Analyse Key Stage 3 reports to identify areas of focus and provide a pastoral comment
- To be present at and lead allocated aspects of parent's evenings
- Be the named key worker for specified pupils as appropriate

#### 2. Behaviour for Learning & Securing Progress

- Be relentless in monitoring the behaviour of pupils and ensuring that appropriate follow up takes place by all members of staff where poor behaviour, or serious behaviour choices, occurs
- To maintain a high, visible presence around the academy to ensure that the highest standards of behaviour and site-usage are upheld

- Track the behaviour of pupils in the year group to identify pupils who require intervention in terms of rules, routines and relationships and provide this intervention either through formal or informal means
- Work with the Attendance Officer & Attendance Lead to identify those pupils at risk of poor attendance and implement strategies to improve their attendance to ensure all pupils attendance is in line with the academy target of 98%
- Champion the academy's rewards system and ensure that pupils in the year group are recognised for their achievements and contributions to the life of the school
- Inspire internal and external competition within the year group
- Ensure pupils enjoy school through supporting the academy with enrichment activities including trips/residentials
- Work with the leadership team and teachers with regards to parents evening and strive for 100% parental attendance especially through tackling 'hard to reach' parents effectively
- Act as a mentor for pupils who are underachieving in relation to their targets
- Champion the importance of every child making excellent progress and be willing to remove barriers, and inspire pupils to achieve their true potential

### **3. Working with Others and Self Development**

- Treat people fairly, equitably and with dignity and respect to create and maintain a positive culture
- Communicate and liaise with staff, pupils, parents, governors and members of the local community as appropriate
- Actively promote the academy and liaise with outside agencies as necessary, representing the academy as appropriate
- Build a professional and collaborative learning culture within the academy and actively engage with others to build effective learning communities
- Acknowledge the responsibilities and celebrate the achievements of individuals and teams
- Demonstrate a commitment to Equality of Opportunity for all members of the academy's community
- Develop and maintain a culture of high expectations for self and for others and take appropriate action when performance is unsatisfactory
- Regularly review own practice, set personal targets with the Principal, and take responsibility for own personal development by participating positively in arrangements made for performance management
- Manage own workload and support others to manage an appropriate work life balance
- To actively engage in projects and/or initiatives across the family of schools as and when directed by the Principal and/or CEO
- Work with the SLT on transition between year groups and key stages
- Provide INSET and training for staff, as required

### **4. Strengthening Community**

- Engage with the Astrea Academy Trust community to secure quality and entitlement of provision for all pupils
- Promote the internal and external high expectations, perceptions and standards of the academy to the wider community
- Work collaboratively, where appropriate, with Sheffield City Council services, to secure support for pupils.
- Support an academy culture which takes account of the richness and diversity of our communities
- Create and promote positive strategies for challenging racial and other prejudices and dealing with racial harassment
- Collaborate with other agencies, including other providers in the provision for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families

- Create and maintain an effective partnership with parents and carers to support and improve pupil achievement and personal development
- Seek opportunities to invite parents and carers, community figures, businesses or other organisations into the academy to enhance and enrich the work of the academy and its value to the wider community
- Co-operate and work with relevant agencies to protect children

## 5. Conditions

- The Pastoral Year Leader will undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Principal and Trustees

## 6. General

All Astrea Academy Sheffield employees are required to:

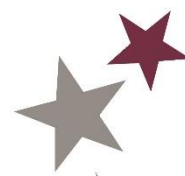
- Abide by the Health & Safety at Work Act
- Attend training as required
- Respect confidentiality
- Work within the Academy and Trust policies and procedures
- Comply with the Academy and Trust no smoking policy
- Participate and contribute to team meetings
- Co-operate and liaise with departmental colleagues
- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence
- Support and encourage harmonious internal and external working relationships
- Make a positive contribution to raising the profile of the academy

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**



# Person Specification



## Astrea Academy Trust

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

### Pastoral Year Leader

Knowledge, Qualifications and Experience	Essential	Desirable
Experience of working with KS2 or KS3 aged pupils in a pastoral capacity	*	
Education up to A-Level / Level 3 Standard	*	
Up to date knowledge of good practice in secondary education	*	
Understanding of and commitment to Equal Opportunities and anti-discriminatory practice	*	
Recent first aid qualification		*
Have a commitment to children, their families and the community	*	
Demonstrate a commitment to own professional development and a willingness to learn	*	
Skills, abilities and professional attributes	Essential	Desirable
Be able to work in partnership with parents	*	
Excellent written and oral communication skills	*	
Good organisation and personal management skills	*	
Be able to work as part of a team	*	
Be friendly and have a flexible approach to work	*	
Be able to work on own initiative and be self-motivated	*	
To be enthusiastic	*	
Have a calm and confident manner	*	
Demonstrate personal and professional integrity, including modelling Astrea values and vision	*	
Commitment to promote and support the aims and value partners of Astrea Academy Sheffield	*	
Effective time management	*	
Additional	Essential	Desirable
The holder will hold an enhanced DBS	*	
Commitment to self and team development	*	
Work in ways that promote equality of opportunity, participation, diversity and responsibility	*	
A commitment to abide by and promote the academies Equal Opportunities, Health and Safety and Child Protection Policies	*	
A professional responsibility to promote and safeguard the welfare of children and young people	*	
Be a role model in setting professional standards in all aspects of the role	*	



# Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil's 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 the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

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

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred.

School and college staff are particularly important as they are in a position to identify concerns early, provide help for children, and prevent concerns from escalating. Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes.

*Keeping Children Safe in Education (2019)*

As such, it is the duty of all who work for the Trust to:

- Ensure that a safe environment is provided for all children and young people to learn;
- Ensure all staff are capable of identifying children and young people who are suffering or likely to suffer significant harm; and
- Ensure all staff are willing to take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2019. 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 <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.

## 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 to share this commitment and to undergo appropriate checks, including an enhanced check.

- Candidates should be aware that all posts in Astrea Academy 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.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

### **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
- Verification of professional status such as QTS Status, NPQH (where required)
- 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?



## Astrea Academy Sheffield

This is an exciting and very rewarding role and we look forward to receiving your application.

**Deadline for Applications: 27<sup>th</sup> March 2020 – 9am**  
**Tour of school – Thursday 26<sup>th</sup> March 2020 4-5pm**  
**Interviews: 16<sup>th</sup> April 2020**

Any applications received after this deadline will not be considered.

**Please complete and send the Astrea Application Form, Equal Opportunities Monitoring Form and Criminal Declaration Form which are available together with this document to the contact below:**

**Name:** Katy Ousley

**Position:** Academy Support Manager

**Contact:** [info@astreasheffield.org](mailto:info@astreasheffield.org)

## The Application Process

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 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. 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 Astrea Academy Trusts 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.

Astrea Academy Trust pays full regard to 'Keeping Children Safe in Education' guidance 2019. 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. Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.