

John O'Gaunt School

Excalibur Academies Trust

Teacher of Computer Science

Candidate Brochure

January 2020

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Welcome message from the Chair of Governors

Thank you for your interest in the post of Teacher of Computer Science at John O'Gaunt School. I hope the information you receive will inspire you to apply for this position.

This post represents an opportunity to join an aspirational school rooted in our community with strong ambitions for improvement as part of the successful Excalibur Academies Trust.

At John O'Gaunt we are committed to providing the very best for our students.

Hungerford is a small historic town located in the midst of an area of outstanding natural beauty and yet it is only 4 miles from the M4 and has its own direct rail link to London. Hungerford is a thriving working village located in Berkshire and is set in a stunning location close to the M4. The school currently has 382 pupils on roll, age range 11-16. It benefits from spacious facilities, is located next to the town's leisure centre, which has a 25-metre swimming pool, gym and offers a range of sports events and classes. John O Gaunt, based in Hungerford is a lovely place to live and is part of a thriving community.

The school offers an opportunity for a Teacher of Computer Science and as part of Excalibur Academies Trust (12 Schools, soon to be 13) there are likely to be opportunities across the Trust. The School recently achieved the rating of 'Good' in its Ofsted inspection and there is a drive to improve standards. The School is on its way up! We are looking for the right individual who will encourage aspiration in our children, helping all students to overcome barriers to learning.

The person appointed will be required to teach across Key Stages 3 and 4, recognising the uniqueness of every child and ensuring that individual talents are nurtured in an atmosphere of intellectual challenge and curiosity. You will be supported by an active group of Governors, the Executive Principle who supports both John O'Gaunt and St John's Marlborough, the School's leadership team and so by Excalibur Academies Trust.

This is just a brief outline of John O'Gaunt School; there is so much more to see and hear. If you feel you have the qualities to take on this challenging and interesting position, we would encourage you to arrange an informal visit to the school prior to making an application. In the meantime, please visit our school website to learn more:

http://www.johnogauntschool.co.uk

Thank you for the interest you have shown, and we look forward to receiving your application.

Lucy Lee
Chair of Governors

About John O'Gaunt School

We're on a journey, aiming to achieve excellence. We have wonderful pupils and an inclusive supportive school. We have the drive and ambition to do our best for the whole school community.

As a smaller than average secondary school we pride ourselves on the individual support, advice and guidance which all our students receive. Every child, whilst part of our school community, is treated as an individual and encouraged to reach their potential.

The vision and values – to be an outstanding school. Our values are to be:

- Passionate about learning
- Proud of our achievements
- Ambitious for our students
- Supportive of our differences
- Caring for ourselves and each other
- Determined to be the best we can be

Message from the Executive Principal

John O'Gaunt School is an exciting place to work and each and every student we care for deserves the very best people to help them flourish. Having had our hard work towards ensuring students achieve the very best outcomes endorsed by Ofsted in 2019, we are ready to welcome the very best people to join our team. We strive to give the students the confidence to be happy and self-assured, a point Ofsted made when they reported that 'Pastoral leaders support pupils' social and emotional development effectively, as well as keeping a close eye on pupils' academic progress.' We are sure you will enjoy working at John O'Gaunt and becoming a part of a truly aspirational Academy Trust. Thank you for your interest and we look forward to hearing from you.

Yours sincerely
Ian Tucker
Executive Principal



About Excalibur Academies Trust

Founded in 2012, Excalibur Academies Trust has grown from two schools in Marlborough, Wiltshire, to 12 schools in four local authorities stretching from Bristol to Reading along the M4 corridor, providing high quality education to over 5500 children from age 2 to age 18. Our vision is to provide an excellent education empowering individuals to thrive and grow within a caring, aspirational and outward looking culture. We believe in investing in our staff to ensure we attract and retain talented, dedicated people who are committed to changing children's lives for the better. With a strong track record of raising the achievement of disadvantaged pupils across the trust, it is our mission to promote social mobility and personal fulfilment through the transformative power of education. Our growth strategy is based on our hub model and building the capacity to provide strong support and opportunities to schools who share our vision.

Academy	Age Range	NOR	Ofsted rating	Website
Fairfield High School	11 – 16	1093	Good	fairfield.bristol.sch.uk
John O'Gaunt School	11 - 16	382	Good	johnogauntschool.co.uk
St John's Marlborough	11 - 18	1696	Outstanding	stjohns.excalibur.org.uk
The Wren School	11 - 18	789*	Good	wrenschool.org
Burbage Primary School	2 - 11	124**	Good	burbageprimary.org.uk
Easton Royal Academy	4 - 11	69	Good	eroyal.wilts.sch.uk
Great Bedwyn CofE School	4 - 11	206	Outstanding	greatbedwynprimaryschool.co.uk
Lambourn Primary School	2 - 11	184**	Sponsored academy	lambournschool.org.uk
May Park Primary School	2 - 11	557**	Sponsored academy	www.maypark.bristol.sch.uk
Oare CofE Primary School	4 - 11	64	Good	oare.wilts.sch.uk
Ogbourne CofE Primary School	4 - 11	99	Good	ogbourne.wilts.sch.uk
St Katharine's CofE Primary School	4 - 11	98	Good	stkatharinesprimary.org.uk

* Sixth form from 2020

** excludes nursery age children

Excalibur Academies Trust

A family of schools

Achieving excellence

Empowering individuality

Our Vision

To provide an excellent education, empowering individuals to thrive and grow within a caring, aspirational and outward looking culture.

Our Culture

We believe that the culture of an organisation lives through the behaviours of its people. Our culture is underpinned by our vison and values and is demonstrated by the expectation that every member of the Excalibur family will be:

- **Ambitious for all:** always having high expectations and aspirations
- **Collaborative:** seeking out opportunities to work with others
- **Respectful of others:** celebrating diversity and individuality
- **Dynamic:** constantly questioning, planning and moving forward
- **Ethical:** doing what is right and challenging what is wrong
- **Caring:** showing kindness and compassion and making time for others
- **Outward-looking**: learning from the best and thinking big
- **Positive:** having an optimistic outlook and celebrating achievement
- **Joyful:** enjoying life and being grateful
- **Resilient:** keeping going even when the going gets tough

Our Aims

- To raise educational standards
- To value and develop our people
- To ensure sustainability as we grow



Nicky Edmondson
CEO of Excalibur Academies Trust

Excalibur Teaching School Alliance

Excalibur Teaching School Alliance (ETSA) brings together primary and secondary schools from across the region to work on the following key areas:

- School-led Initial Teacher Training (ITT)
- Professional Qualifications
- School-to-school support
- Research & Development
- Continued professional Development (CPD)

Excalibur TSA is based at and led by St John's, an outstanding academy, situated in the beautiful market town of Marlborough. Our alliance shares expertise from across a partnership of primary and secondary schools situated in Bristol, Reading, Berkshire and across Wiltshire. Fairfield High School in Bristol act as a hub for ETSA.

School-led Teacher Teaching

The Teaching School is collaborating with Bath Spa University and Bristol University to develop and deliver cutting-edge primary and secondary School Direct ITT programmes. Excalibur TSA has two ITT Training Hubs; one Wiltshire-based hub at St John's in Marlborough and the other hub in Bristol, at Fairfield High School.

We are able to offer School Direct secondary and primary training places, starting in September each year. Primary training places are offered through our Marlborough hub; secondary places at either Marlborough or Bristol.

School-to-School Support (S2SS)

Excalibur TSA is committed to school improvement through a system which draws on the wealth of expertise available through its partnership schools, both primary and secondary. Through our S2SS team we have access to National Leaders of Education and Governance, experienced Head Teachers, Specialist Leaders of Education, Excalibur Leaders of Education, as well as a wide range of other outstanding lead practitioners who have expertise in all areas. Excalibur TSA has received funding for a SSIF Round 1 project aimed at improving pupils' mastery of basic phonic knowledge, to develop speed and fluency, so that the children become confident and mature readers. We are currently supporting 52 schools across a number of local authorities, with plans to grow.

CPD

We aim to offer a wide range of high quality professional development opportunities for teachers, teaching assistants and support staff, delivered by outstanding teachers, specialist leaders and consultants.

Research & Development

Each year Excalibur TSA promotes school-based research projects within its partner schools. The results of these findings are shared across the alliance and beyond. The aim of our bursaries is to support and encourage the undertaking and sharing of school-based research in Excalibur TSA partner schools. This academic year we are supporting over 25 projects.

For more information on the Teaching School, please visit:

http://www.excaliburtsa.org.uk/

Person Specification - Teacher
John O'Gaunt School

Qualifications and training

- Qualified teacher status (as recognised by the Department for Education)
- Experience of teaching at Key Stage 3 and 4.
- Participation in recent, relevant in-service, CPD training.

Equal Opportunities

Commitment to promoting, implementing and monitoring equal opportunities across all aspects of the trust.

Knowledge and Understanding

The Class Teacher should have knowledge and understanding of:

- The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies)
- The national curriculum requirements for each key stage
- The monitoring, assessment, recording and reporting of pupils' progress
- The positive links necessary within school and with all stakeholders
- Effective teaching and learning styles

Skills

The Class Teacher will be able to:

- Promote the school aims positively, and use effective strategies to monitor motivation and morale
- Develop good personal relationships within a team
- Establish and develop close relationships with parents, governors and the community
- Communicate effectively (both orally and in writing) to a variety of audiences
- Create a happy, challenging and effective learning environment.
-

Personal Characteristics

The Class Teacher should be:

- Approachable
- Committed
- Empathetic
- Enthusiastic
- Organised
- Patient
- Resourceful

Job Description – Teacher
Excalibur Academies Trust

To implement the Aims and Policies of Excalibur Academies Trust in full. To promote and reaffirm the Excalibur vision for its academies.

To carry out the duties of a teacher as set out in the School Teachers' Pay and Conditions Document. This includes additional duties, attending meetings and undertaking professional development, carrying out a share of supervisory responsibilities in accordance with published rosters and procedures.

Working time is based on the School Teachers' Pay and Conditions Documents which includes planning and preparation time.

To maintain a high professional standard of lesson preparation and delivery at all times.

Be committed to personal professional development through monitoring and evaluating your own teaching and learning. Contributing fully to Faculty self-evaluation and Faculty development plans.

To develop, implement, review and publish schemes of work as required within the team, maintaining up to date knowledge - subject, national, pedagogic, classroom management.

To support the Head of Department/Faculty in ensuring that all academy policies and practices are in place and effective ensuring all statutory requirements are met.

To work with colleagues projecting a consistent corporate approach to communications with students, parents and all concerned with EAT.

To communicate with parents, other colleagues and appropriate agencies concerning the progress, welfare and well-being of all Excalibur students and those specifically taught by you reporting as required.

Participate in consultation and parents' information evenings.

Embed the principles of Every Child Matters within your classroom practice.

To maintain a high level of professional expertise in relation to the post to which appointed, and the EAT approach to the Curriculum, philosophy and practice.

To foster mutual co-operation and a collective sense of responsibility for the maintenance and enhancement of a pleasant working environment amongst students and colleagues.

To foster high expectations amongst students through support, encouragement and challenge.

To ensure that all lessons are differentiated sufficiently to provide high levels of challenge at all levels of intellectual ability.

To assess and mark students' work and give feedback necessary to bring about high levels of progress in each student's learning and understanding, encouraging personal ownership of learning.

To undertake appropriate monitoring of student progress via regular assessment, using comparative data to analyse and improve performance of students within your classroom.

To ensure students' achievements are celebrated and that they are recorded and reported within the agreed assessment principles of EAT

To create a positive climate for learning, an ethos of high expectation and outstanding achievement.

To encourage students to participate fully in all aspects of school life.

To promote punctuality and respect for all in the environment both in the classroom/teaching area and wider Academy environment.

To aspire to be a highly effective teacher and tutor who leads by example.

Recruitment and Selection Policy and Procedure

Introduction

Excalibur Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Excalibur Academies Trust will endeavour to attract, recruit and retain staff of high calibre by ensuring that the best possible candidates are appointed.

Recruitment Policy

- Staff will be recruited on the basis of their ability, qualifications and suitability for the position in which they have applied;
- All applicants will be considered equally and consistently;
- All applicants will be subject to an enhanced disclosure and barring service check and all the necessary pre-employment checks before appointment is confirmed.

Recruitment Procedure

- Applicants for employment must complete an application form. The form must be completed in full detailing employment history and suitability for the position. It should be dated in employment history order.
- CVs may be sent in but all applicants must complete the application form in order to be considered for the position.
- Candidates will be shortlisted according to the relevance of their professional qualifications, skills and personal qualities that they can bring to the role.
- Shortlisted candidates will be invited for a formal interview. Candidates may bring along accompanying information that they feel is relevant for the position in which they have applied.
- The interview may require a skills test. The expectation is that Teaching Staff will deliver a 30-minute lesson (candidates will be briefed in advance) and Support Staff may be asked to perform a skills test.
- All formal interviews will have a minimum of 2 people; one of whom will have undertaken safer recruitment training.
- Candidates may be selected for further shortlisting on the day of the interview.
- Excalibur Academies Trust commits to informing candidates within 3 working days of the outcome.

An offer of employment following the formal interview will be conditional subject to:

- A successful enhanced disclosure and barring service check
- Confirmation that you are not barred from working with children
- That you are not subject to a direction under section 142 of the Education Act 2002
- That you are not subject to a direction under 128 of the Education and Skills Act 2008
- That you are not disqualified from providing childcare in connection with early or later years' provision
- Verification of the applicant's identity
- Satisfactory and positive references received (two)
- A satisfactory pre-employment health declaration
- Verification of professional qualifications
- Verification of the applicant's right to live and work in the UK (where the applicant is not a citizen of a country within the EU)
- Any further checks which are necessary as a result of the applicant having lived or working outside of the UK
- Any other deemed relevant checks i.e. for teaching positions confirmation that applicants are not subject to a prohibition order.
- Applicants signing and agreeing to a mutually acceptable start date and agreeing to the standard terms and conditions of employment.
- Schools should carry out and record risk assessments to decide whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

<u>Pre-employment Checks</u>

All applicants are subject to the necessary checks. The enhanced disclosure and barring service check will require original identification as required by the policy.

The Trust is required to check whether staff who carry out 'teaching work' are prohibited from doing so. The Trust will check with the DfE (NCTL) and verify qualified teaching status (QTS) and the completion for induction and teacher probation periods with the Teacher Services system.

The Trust is required to check whether any applicant in a managerial position: Governors, Trustees, Members of the Senior Leadership Team and Department Heads are subject to a direction under section 128 of the Education and Skills Act 2008, in compliance with Keeping Children Safe in Education Guidance 2018.

Applicants must ensure that they arrange a time to meet with HR prior to their start date to show their original disclosure certificate. Employment will remain conditional until the original certificate has been provided and deemed satisfactory by Excalibur Academies Trust.

Valid Identity Documentation:
Group 1

- Current valid passport
- Biometric residence permit (UK)
- Current driving licence (full or provisional) with photo card.
- Birth certificate (UK and Channel Islands, issued at the time of birth – within 42 days of date of birth). Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces.

Group 2

- Mortgage statement (UK or EEA)
- Bank/Building Society Statement
- Bank/Building Society account opening confirmation letter
- Credit card statement
- Council Tax Statement

- P35/P60
- Utility bill (UK) but not mobile phone
- Benefit statement
- A document from central or local government e.g. from the Department for Work and Pensions, HM Revenue and Customs (HMRC), Job Centre, Social Security.
- EU National ID Card
- Please note that valid documentation should be dated within last 3 months or last 12 months or documentation from local government.
- *You will also be required to provide history of your address by month and year for the last 5 years.*

Pre-employment Health Declaration

Applicants must complete the pre-employment health declaration. It may be necessary for HR to discuss what has been disclosed on the declaration or for the applicant to attend an Occupational Health referral to consider their fitness for the role. The Equality Act will apply.

References

References will be requested prior to shortlisting. References sent after an offer of employment will ask for health and sickness records at this time. All referees will be asked whether they believe the applicant is suitable for the job in which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Questions will include:

- Confirmation of the dates of employment, job title, reason for leaving, performance and disciplinary record.
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children.

Please note that references will be taken up with the current or most recent employer and the most recent childcare employer where the individual is not currently working with children.

Contract of Employment

Your contract of employment will comprise the following documentation:

- Letter outlining the details of your post, including start date, pay scale and continuous service (if relevant). It is the post holder's responsibility to inform HR of any change in circumstances or if any of the information on the contract letter is incorrect.

Statement of Particulars which includes information regarding:

- The main location of your place of work
- Salary and Working arrangements – probationary period
- Conditions of employment as outlined in this policy
- Annual Leave
- Notice Period
- Sickness Allowance
- Safeguarding
- Conduct of Staff
- Membership of a Trade Union
- Disciplinary and Grievance Procedure
- Excalibur Academies Trust Declaration

Host Families

If the school arranges 'home stay' visits in the UK, the School is required to obtain an enhanced DBS certificate with the barred list information for everyone in the home over 18.

Schools are free to decide if they should get a DBS certificate for 16 and 17 year olds.

Contractors and Agency Staff

Contractors engaged by Schools within the Trust must complete the same checks for their employees that the Trust is required to complete for its staff. Schools should obtain written confirmation that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to Schools must also complete the pre-employment checks and Schools should ensure they receive written confirmation that these checks have been completed before an individual can commence work. The Trust reserves the right to check individual's right to work in the UK. Schools should check the identify of agency staff turning up to work on their first day.

Retention and Security of Disclosure Information

The Trust will observe the guidance issued or supported by the Disclosure and Barring Service.

It will ensure disclosure information and other confidential documents issued by DBS are locked in non-portable storage cabinets with access restricted to the HR department.

Disclosure information will not be retained longer than is necessary and for a maximum of six months. The Trust will ensure information is recorded in the Single Central Record.

Disclosure information will be destroyed by shredding.

Retention of Records

The Trust is legally required to undertake pre-employment checks and if an applicant is successful in their application, the Trust will retain on the employment file any relevant information provided as part of the application process. This will include copies of documents to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the Trust to discharge its obligations as an employer e.g. to that the Trust may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issues.

This documentation will be retained by the Trust for the duration of employment and will be retained for a period of 7 years. The Trust will ensure information is securely disposed by shredding.

If applicants are unsuccessful, all documentation will be retained for a period of six months and then destroyed by shredding.

Referrals to the DBS and National College for Teaching and Learning

This Trust has a legal duty to make a referral to the DBS in accordance with Keeping Children Safe in Education guidance 2019. If a referral is made to the DBS, the Trust may also make a referral to the NCTL if the individual is a teacher.

Queries

If an applicant has any queries on how to complete the application process, please contact the HR Department.

About John O Gaunt, Hungerford

Hungerford is a historic market town and civil parish in Berkshire, 8 miles west of Newbury, 9 miles east of Marlborough, 27 miles northeast of Salisbury and 60 miles west of London.

Amenities includes schools, shops, cafes, restaurants and facilities for main national sports.

Excalibur Academies Trust's central office is based only 9 miles from Hungerford, making this an ideal location for the schools it serves and supports. There will be networking and professional development opportunities within our Excalibur Schools.

Rail

Hungerford railway station is off the high street and provides a service to London Paddington. The fastest route takes 58 minutes. Newbury railway (a short drive away) offers another station also offering a direct service to London Paddington and provides cross country services.

Roads

The M4 motorway connects the city from London to West Wales.

Buses

Public transport offers services to Newbury, Marlborough and Reading.

Cycling

There are extensive options to cycle in the beautiful countryside.

