

Class Teacher

Recruitment Pack

Zaytouna Primary School

Closing date: Tuesday, 17th November 2026

Interviews: Friday, 20th November 2026

Start date: 1st January 2027

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1. Headteacher Message

As Salaamu Alaykum and a very warm welcome to Zaytouna Primary.

We are delighted that you are considering us for the next stage in your career – if you are up for excitement, excellence and #DoingThingsDifferently then we are definitely the place for you.

From our curriculum to our enrichment offer, our approach to professional development to our partnerships with the local community, we are striving for innovation and excellence. We believe that school should develop a child's mind, body and soul. This drives every decision that we make and we are proud that we are able to offer this entitlement to all of our children. It's what we care passionately about. We also know that to fulfil this, we need to ensure that mental and physical health and wellbeing is at our core, for our children and our adults. You will see this reflected in everything that we do.

We are proud to be a school of Islamic distinctiveness – you will see that our QIS offer enriches our children to be the best versions of themselves. It's what makes our school a genuine family community. This together with our comprehensive development of our core British Values means that our children are being well supported to become informed, critical thinkers of the future.

Growth in pupil numbers, internal promotion and an unwavering commitment to becoming a school of excellence means that we are looking for new talented staff to join the Zayteam. This is the perfect time to come and help us to write the next chapter of our adventure as we are now fully immersed in Phase 3 of our school improvement model. Indeed, our recent Ofsted visit in September 2023 where we were graded GOOD overall with OUTSTANDING for personal development is a testament to the great progress we have made over recent years. We have established some great momentum and have exciting plans for 2023 and beyond.

We know that the most effective practitioners are 'up to something' and care passionately about their area of responsibility, so we are inviting you to help shape your role. Professional dialogue and quality CPD will allow our new members of staff to contribute fully to our continued improved outcomes and provision for our children who deserve the very best.

We are ambitious and unapologetic about what we do at Zaytouna. It's based on what we believe to be important and on the future that we want for our children and for ourselves. We make sure however that we have as much fun as we can along the way!

If you're considering the next step in your career and this sounds like an offer that you'd like to find out more about, then I strongly encourage you to book in for a session to come and meet us, have a tour of school and a further conversation – we'd love to meet you.

Best wishes,

Aaron Bird

2. About School here

Zaytouna Primary is a larger than average, over-subscribed inner city Islamic Faith school dedicated to providing an excellent education for all our children in partnership with Transform Trust. Located in a commercial district of the city, we draw most of our children from the inner-city area of Normanton. After a period of significant growth and flourishment, we are now at full capacity and operating a waiting list; our staff team is now stable, too. Parents from a wider area are now choosing us as their first preference because of our vibrant academic offer, our provision for children with special educational needs and/or disabilities (SEND), as well as our Islamic distinctiveness.

Almost all of our children are from minority ethnic backgrounds and a high proportion speak English as an additional language (EAL). Drawing from areas of significant deprivation, the proportion of disadvantaged children is above the national average and growing. The number of children with SEND, including those with an education, health and care plan (EHCP) is broadly in line with the national average and increasing. Our curriculum is the universal entitlement for *all* children and allows everyone to grow, develop and flourish - this is something we are extremely proud of.

Underpinned by the fundamental principles of 'Peace, Unity and Equality', we aim throughout our curriculum and ethos to develop the mind, body and soul, with 'Everyone a Learner and Everyone a Leader.'

We have a strong safeguarding culture, serving one of the most deprived areas in Derby City. Children are exposed to domestic violence, high unemployment and criminal activity. High levels of poverty were more apparent during the lockdown periods. We work in partnership with a local charity to provide substantial food hampers on a regular basis and support our families with digital technologies, clothing and translation services.

As an anchor institution in Derby, we work closely with the following organisations:

- Association of Muslim Schools
- Derby Jamia Mosque
- Derby University
- Our Future Derby
- Derbyshire Cricket Club
- Derby Music Partnership
- Progressive Sports
- World Class Schools organisation

Working for Zaytouna provides the opportunities to #DoThingsDifferently in the knowledge that you are part of a team of experts who know what good primary education looks like.

For more information, visit our website: www.zaytounaprimary.co.uk or contact the school office on 01332 383379.

3. Message from Rebecca Meredith CEO

Dear Applicant,

Thank you for your interest in working with Transform.

The recruitment pack should give you all the information needed, if you should need anything further please do not hesitate to ask or refer to our website https://www.transformtrust.co.uk/ or the relevant school website for additional information.

At Transform, children come first. We have four Transform values: Respect, Kindness, Equity and Creativity. We believe that when every member of Transform lives by these then we will fulfill our aspiration "Together we Achieve".

Each and every member of the Transform team is the key to our continued success. We passionately believe in your professional learning, offer a wide range of employee benefits and actively listen to your feedback.

Children only get one opportunity at accessing an excellent education in order to grow into successful, happy and fulfilled adults. Join Transform and collectively we can ensure the children get the educational experience they deserve.

I hope that you find the information enclosed useful in your consideration of joining such a special extended family. I wish you every success and look forward to meeting and working with you.

All the very best.

Rebecca Meredith

CEO – Transform Trust

4. Transform Trust

We are an innovative Multi Academy Trust, established in 2013. Rebecca Meredith CBE arrived at Sneinton St Stephens C of E Primary as Head in 2002 when the school was in Special Measures and took it on an improvement journey to Outstanding. Building from this, Rebecca founded the Transform Teaching School with initially 10 member schools in Nottingham City, the aim to share and develop school to school support across like-minded professionals. Transform Trust was then founded in 2013, based on the principles of the Teaching School around sharing best practice.

We currently have over 9350 children in 27 Primary schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. We employ over 1410 staff and enjoy a high staff satisfaction rate. We like to think our values and ethos set us apart from other Trusts in that we have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus.

Our Purpose
To be an innovative and inclusive Trust working for all children.

Our Vision
As a Trust we are committed to transforming the lives of all the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end, we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

Our Values
Our values are woven into all aspects of our organisation; its strategy, operations and provision, and are a clear and concise articulation of our purpose:

Respect
Kindness
Equity
Creativity

Transform Trust delivers school improvement through strong systems and trusted relationships – bespoke, values-led support that raises standards and celebrates identity. We have cultivated a strong supportive environment for our schools that utilises the collective skills and knowledge of our independent-minded Headteachers and practitioners, enabling our schools to achieve high educational standards.

Centrally, each service area has an Executive Lead responsible for setting the strategy for improvement and development. School Improvement has a team of teaching specialists, Inclusion experts and a highly regarded safeguarding and data protection team. Within the People function, the team drive our Talent strategy, lead CPD and ECT provision across the Trust and ensure wellbeing is woven throughout all our people practices. In addition, a highly regarded Governance Team support the work of local Governing Bodies. Our Finance team ensures sound financial decisions are made in the best interests of children; the wider team will also manage our Estates and IT infrastructure alongside the wider area of risk and compliance.

Transform Trust Schools

Transform Trust schools are organised into geographical partnership groups across Nottingham City, Nottinghamshire, Derby City and Derbyshire. This structure ensures the Trust has intimate knowledge of every school; stakeholder voice is heard and ensures Trust strategy is translated into local action.



Transform aims to provide a high quality, innovative and inclusive education for primary aged children in the East Midlands. We enable all schools to flourish in environments where children and adults can build their intellectual curiosity, creativity and character.

The school Partnership groups (North, Central, South and Derby) are designed as networked communities of practice. School leaders work together on agreed priorities, learn from one another's expertise, moderate practice and actively shape partnership projects. The identity and context of each school in the Trust is celebrated and recognised. We believe we are ***'united but uniquely different'***. This is reflected in individual curriculums designed to meet school context and underpinned by Trust Curriculum Principles.

With a dedicated Partnership Lead (an experienced Executive Leader), there is structured challenge and support for all schools. Termly Standards Meetings enable a review of shared data, articulation of progress against school priorities, identification of risk/need and informed brokerage of Trust and peer support. A defining feature of Transform's School Improvement Strategy is to build sustainable capacity and secure excellence by tailoring support to the school's context, phase, community and journey.

By joining a school in Transform Trust, you will benefit from:

- A research informed approach to teaching and learning
- Strong systems and clear frameworks
- Shared and targeted professional learning opportunities
- Access to expert leaders and Associates
- Opportunity to use technology to adapt and enhance learning to meet the needs of all pupils
- Opportunity to moderate standards and collaborate within Professional Learning Communities (PLCs)
- Visits to other Trust schools and shared INSET provision
- A culture of self-evaluation and contextual intelligence
- Peer review and quality assurance

- A holistic approach to the development of the whole child, including an exhaustive wider enrichment offer

School	LA	Date joined Transform
Abbey Hill Primary	Nottinghamshire	1 April 2024
Allenton Community Primary	Derby	1 January 2015
Ashbrook Junior	Derbyshire	1 September 2020
Breadsall Hill Top Primary	Derby	1 July 2017
Brierley Forest Primary	Nottinghamshire	1 October 2022
Brocklewood Primary	Nottingham	1 January 2015
Bulwell St Mary's C of E Primary	Nottingham	1 August 2016
Burford Primary	Nottingham	1 August 2016
Cantrell Primary	Nottingham	1 March 2025
Edale Rise Primary	Nottingham	1 April 2014
Heage Primary School	Derbyshire	1 March 2026
Highbank Primary	Nottingham	1 October 2013
Holgate Primary	Nottinghamshire	1 June 2025
Lawn Primary	Derby	1 December 2019
King Edward Primary	Nottinghamshire	1 June 2024
Parkdale Primary	Nottinghamshire	1 July 2018
Pear Tree Community Junior	Derby	1 July 2017
Ravensdale Junior	Derby	1 September 2019
Robert Shaw Primary	Nottingham	1 June 2017
Rosslyn Park Primary	Nottingham	1 January 2015
Sneinton St Stephen's C of E Primary	Nottingham	1 January 2013
South Wilford Endowed C of E Primary	Nottingham	1 January 2018
Sutton Road Primary	Nottinghamshire	1 August 2024
Whitegate Primary	Nottingham	1 July 2017
William Booth Primary	Nottingham	1 June 2017
Woodland View Primary	Nottinghamshire	1 May 2023
Zaytouna Primary	Derby	1 September 2018

Transform Children

Children are at the heart of everything we do at Transform. Our strategic groups and the work undertaken as part of their work has the fundamental purpose of impacting positively for all Transform children. Our adults are supported to be the best they can be so our children can flourish. The strategic groups are made up of the following:

- Trust Guardians group expect all children to be kept safe, happy and successful, whilst adults working in schools are confident and supported. Guardians core function is to review safeguarding processes and procedures. Attendees have a focus on Behaviour; EAL; SEND and Pupil Premium provision too.
- Our Advocates group represent the interests of those people who are key to the work we do for children and adults across Transform. Well-developed systems to gather voice and clear governance structures are in place for effective decision making. There are 6 key strands; CPD; DEIB; Talent; Trade Unions; Governance; ECTs and Family Engagement.
- Our Custodians group ensure children's well-being, holistic development, and equity of experience happens within our Transform community. The key areas of focus are sustainability; Citizenship; Charity; Faith; Parliament and Enrichment.

Children's Parliament
Children's Parliament is made up of two Year 6 pupils for each school. They collect children's voice in their schools through their parliamentary surgeries and collate it across the Trust, identifying key strengths and themes to develop. Parliament is conduit to enable information to flow between children in schools and the Trust and influences Trust strategy, eg the development and delivery of Chilby TV, the yearly children's belonging survey, Good to be Me day and Transform 10 - the 10 activities and experiences that children across thew Trust indicated they wanted to undertake before moving to year 7.

The newly created Shadow Board is made up of two parliamentarians from each partnership (North, South, Derby and Central). They gather pertinent information through the work of Children's Parliament and share it with the Transform Trustees, who are responsible for the strategic development of the Trust. This ensures that Trustees are fully aware of what children in our schools really care about and enables them to support and challenge Trust leaders to continue to keep children at the heart of everything that we do.

We host several Trust-wide children's events, including Transform Choir, Science Showcase, Winter Arts Festival, pace ball and girls' football competitions, collective worship opportunities and our yearly children's celebration - our children love connecting with one another, so these events are always lots of fun!

Transform People

Through our Trust, we offer unrivalled opportunities for professional development and networking, from specialist leadership support and coaching for our Headteachers to a wide range of programmes, bespoke individual and team coaching and development and online training materials for teaching and support staff. This is through Transform's unique and highly regarded CPD offer Transform Applied www.transformapplied.co.uk. Professional development is key to our success, and we take adult learning seriously. We work primarily with the National Society for Education for our NPQ provision; and work alongside other strategic partners such as our local universities, to produce bespoke CPD.

Early Career Teachers
We are passionate about developing excellent teachers. Our Trust ECT programme not only nurtures early career talent but inspires it—offering bespoke Transform-only sessions, dedicated wellbeing support, opportunities to build professional networks, and personalised guidance throughout the two-year induction. Additionally, our strong partnership with the Flying High Teaching School Hub and the Education Development Trust (EDT) gives ECTs access to a high-quality, in-person statutory ECTP programme of development and learning. Our aim is to ensure every ECT feels supported, empowered and confident as they begin their teaching journey.

Diversity, Equity, Inclusion and Belonging (DEIB)
Our staff-led DEIB Working Party plays an active role in shaping an inclusive culture across the Trust. The group promotes and champions equity, monitors progress toward our Equality Objectives, and drives positive change by reviewing data, sharing good practice and advising the leaders. Through this work, we aim to ensure every member of our community feels represented, valued and able to thrive.

Transform Offer

- Support staff increment each April up to the maximum point for their grade.

- There is automatic progression for all Main Scale Teachers, and the same once Teachers move onto the Upper Pay Scale.
- We undertake an annual staff survey to gather your views and make changes to help shape our Trust.
- We undertake Wellbeing surveys 3 times a year to capture voice on what is impacting most across our workforce. This helps shape further action to ensure staff voice drives change.
- We recognise Trade Unions and the value they can bring to supporting our employees work-life. The Trust meet with Unions 5 times a year to agree policies and discuss workload / wellbeing and the Transform offer.
- We have recently launched the Transform Champion role where a representative from each school will act as an ambassador and advocate for their school, sharing views with the CEO and Chief People Officer to enable meaningful communication and change to happen.
- Our Talent opportunities allow not only progression and secondment possibilities, but our Transform Talent Directory means you can use your own experience and expertise to develop and coach others in their practice and development.
- We are clear about our expectations of employees and offer a transparent and supportive working culture in return.
- Flexible Working - we are committed as a Trust to supporting all employees to maintain a healthy and rewarding work / life balance and offer flexible working opportunities from the first day of employment.
- We offer enhanced annual leave plus statutory bank holidays for all year-round employees.
- All employees have access to a comprehensive Employee Assistance Programme to support their physical, emotional and financial wellbeing which can be accessed 24 hours a day, 365 days a year. Employees can also access online GP appointments, enabling them to access the support they need at the time they need it. We also offer tax saving salary sacrifice schemes; a range of retail and lifestyle discounts to help employees manage their own wellbeing; discounted gym/leisure membership at some local authority run leisure centres; free eye tests for those who use VDU equipment; we offered 'flu jabs for staff this year and actively seek employee views on what they would like as part of an employee benefits package.
- Access to apprenticeship levy funded training to enhance our CPD offer.

Access to our policies including child protection and safeguarding; health and safety; and recruitment and selection can be found on our website https://www.transformtrust.co.uk/policies/

Please also check out the policies on the school website for the role you are applying for.

5. Details of the role

Class Teacher
Required from 1st January 2027
Full time & Permanent
Salary: Main Pay Scale 2 – 4 (£36,042 to £40,941)

Zaytouna Primary School is seeking to appoint a qualified, enthusiastic and hard-working class teacher to teach one of our fantastic Year 2 classes for the remainder of this school year and be open-minded to teaching in other year groups in future school years. This role also comes with a subject leadership responsibility for one of our foundation subjects.

We warmly welcome applications from those who are passionate about making a real difference to the lives of children and thrives on challenging themselves and others to keep on improving. Our working relationships are positive, supportive and forward looking.

You will:

- put children at the heart of your work
- recognise the importance of building relationships with children
- be able to provide creative, inspiring and enriching learning opportunities;
- possess and use appropriate skills to undertake those activities necessary to meet the physical, emotional and educational needs of individuals and groups of children, including those with special needs
- be an enthusiastic classroom practitioner with a positive attitude and high expectations of pupils' attainment and behaviour
- have high expectations of pupils' achievements and a commitment to excellent standards;
- work well as part of a team
- be literate and numerate;
- be enthusiastic, energetic and committed to making learning exciting;
- have excellent communication skills with children and adults

In return we offer:

- A welcoming community and a highly motivated, professional staff team that are driven towards continuously raising standards.
- Excellent professional development opportunities through an extensive range of network groups and other Transform Trust initiatives
- Calm and purposeful learning environments
- Friendly, polite, well-behaved children who deserve the very best
- Excellent partnerships between pupils, staff, parents, governors and community
- A forward-thinking approach to teaching and learning throughout the school
- Career opportunities as part of a successful Multi Academy Trust

Visits to our school are encouraged and warmly welcomed. Please contact the school office to arrange an appointment.

How to apply

Equality and diversity matters to us. If you think you'd be suited to one of our roles we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality. We are a Disability Confident Committed Employer and as such anyone who is registered disabled and meets the essential person specification criteria will be shortlisted for interview.

Please complete the online application form which you will find on the Transform Trust website https://recruit.sampeople.co.uk/Jobboard/Trust/transformtrust Please ensure that you follow the instructions within the application form and ensure that there are no gaps in your education or employment history that are not accounted for.

Any questions, queries or requests to visit school should be directed to Aaron Bird, Headteacher at Zaytouna Primary School, 500 London Road, Derby, DE24 8WH. Email: office@zaytounaprimary.co.uk Telephone: 01332 383379

Closing date for applications: **Tuesday, 17th November 2026**

Interviews will be held: **Friday, 20th November 2026**

Transform Trust is a Multi Academy Trust with over 9510 children in 27 Primary Schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. Joining us, you will be part of an ambitious and innovative organisation. We have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus.
We believe education has the power to transform lives and communities. Our purpose is to be an innovative and inclusive Trust working for all children.
We are an employer that encourages flexible working and promotes wellbeing through workload considerations.

Safeguarding

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. All appointments are subject to safer recruitment procedures and pre-employment background checks, including satisfactory references, medical, Enhanced DBS with children's barred list clearance, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education

All school roles are classed as regulated activity and as such, it is an offence to apply to for this role if you are barred from engaging in regulated activity relevant to children

6. Job description and person spec

Job Description

School: Zaytouna Primary School
Post Title: Teacher
Grade/Pay Range: Main scale 2 - 4
Hours/weeks: full time
Reporting to: Headteacher
Department/Team: Teaching

Overall Purpose of Post

To undertake the teaching of general subjects, in accordance with the School Teachers Professional Standards, to a KS1 or KS2 class as well as pastoral and administrative duties in respect of pupils in this class and responsibilities in the school as detailed below.
The postholder is responsible for the supervision of the work of teaching assistants based in the class.
To interact on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of subjects in the school curriculum with the aim of improving the quality of teaching and learning in the school.

Main Duties and Responsibilities

You will be required to carry out the following duties. The nature of the Academy year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Knowledge and understanding

- Have knowledge of and keep up to date with the Curriculum guidance for Key Stage 1, and Key Stage 2 National Curriculum and the Agreed Syllabus for RE.
- Understand how pupils' learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development.
- Be familiar with the school's current systems and structures as outlined in policy documents, including the Health and Safety and Child Protection policies.
- Understand and know how national, local comparative and school data, including National Curriculum test data can be used in professional and school development.

Planning, teaching and class management

- Plan and deliver, with regard for the school's aims, own policies and schemes of work, the teaching programme for all children within the class, using clear differentiation.
- Provide clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Make effective use of assessment information on pupils' attainment and progress and in planning future lessons.
- Ensure effective teaching of whole classes, groups and individuals, establishing high expectations of behaviour and attainment, so that teaching objectives are met.
- Monitor and intervene when teaching to ensure sound learning and discipline and maintain a safe environment in which pupils feel confident.
- Use a variety of teaching and learning styles to keep all pupils engaged.

- Be familiar with the Code of Practice and identification, assessment and support of pupils with SEN.
- Evaluate your own teaching critically to improve effectiveness.

Monitoring, assessment, recording, reporting and accountability

- Assess and record each pupil's progress systematically with reference to the school's current practice, including the social progress of each child and use the results to inform planning.
- Mark and monitor class work and homework, providing constructive feedback and setting targets for future progress.
- Set regular, ambitious yet achievable targets for the children.
- Provide reports on individual progress to the Head of School and parents as required.

Other professional requirements

- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Participate in duty rosters, including taking assemblies.
- Participate in the school's arrangements for performance management and other professional development activities.
- Safeguard the health and safety of all children.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake training and professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of Transform Trust
- Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder
Signature
Date

Person Specification

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Qualifications	• Degree • Qualified Teacher Status • Evidence, or intention to undertake, further professional development		✓ ✓ ✓			✓ ✓
Teaching competencies & experience	• Excellent classroom practitioner or potential to become an outstanding teacher • Ability / willingness to work in other key stages in the future. • Able to articulate, and demonstrate, the characteristic features of an effective teacher.		✓ ✓ ✓ ✓	✓ ✓ ✓	✓ ✓ ✓ ✓	

	• Good understanding of how assessment is used. • Clear understanding of effective techniques and policies for behaviour management • An understanding of how safeguarding children works in practise		✓ ✓	✓	✓ ✓	
Management competencies & experiences	• Clear idea of how to manage teaching assistants • The ability, proven or potential, to manage a subject and teachers • Participate in the full life of the school, being involved and committed to the delivery of extra-curricular activities		✓ ✓ ✓		✓ ✓ ✓	
Knowledge	• Good knowledge of the Curriculum guidance for Key Stage 1, and Key Stage 2 National Curriculum and the Agreed Syllabus for RE. • A secure understanding of age-related expectations and experience of key stage 1 & 2 statutory tests • Understand and know how national, local comparative and school data, including National Curriculum test data can be used in professional and school development • Good knowledge and understanding of the ability to plan effectively for differentiated tasks and activities • Good knowledge and understanding of assessment for Learning strategies • Good knowledge and understanding of effective teaching and learning styles and being creative in delivery		✓ ✓ ✓ ✓ ✓ ✓	✓ ✓	✓ ✓ ✓ ✓ ✓	
Skills/Abilities	• promote the school's aims positively, and use effective strategies to monitor motivation and moral; • develop good relationships within a team; • establish and develop good professional 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; • use ICT effectively and creatively to enhance learning • Self-motivated and shows initiative.		✓ ✓ ✓ ✓ ✓ ✓		✓ ✓ ✓ ✓ ✓ ✓ ✓	

	• Works well as part of a team. • Shows a high level of enthusiasm, commitment and determination. • Is flexible and listens • Is prepared to seek advice and support. • Resilient under pressure. • Is approachable, caring and empathetic				✓ ✓ ✓ ✓	
Personal Qualities	• Must be willing to undertake training as required • Must ensure confidentiality in respect of pupils and information. • Commitment to the highest standards of child protection and safeguarding • Recognition of the importance of personal responsibility for health and safety • Commitment to the Trust's ethos, aims and whole community.				✓ ✓ ✓ ✓ ✓	

Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks

7. How to Apply and Key Information

Equality and diversity matters to us. If you think you'd be suited to this role we'd love to hear from you regardless of age, disability status, ethnicity, gender, religion or sexuality.

Equalities

Transform Trust is a **Disability Confident Committed Employer** and we aim to ensure that our recruitment processes are inclusive and accessible.

We are committed to offering an interview to disabled people who meet the essential criteria as detailed in the person specification for the advertised role.

Shortlisting is based on the information you supply to support your application. Equal opportunity data is not shared with any member of the shortlisting panel prior to or during the selection process.

The Equality Act 2010 protects people with disabilities from unlawful discrimination. To meet the Act's definition, a person must have a physical or mental impairment, which has substantial long-term effects on their ability to carry out normal day-to-day activities. If we know you have a disability, we will adjust the working arrangement and/or the working environment, provided it is reasonable in the circumstances to do so. To be protected by the Act an individual must therefore have:

• A long term physical or mental impairment (lasting or likely to last for 12 months or more); and

• A condition that has a substantial adverse impact on his/her ability to carry out normal day-to-day activities.

The schools Equality Policy can be found on their website.

Right to work in the UK

You must have the right to work in the UK to apply for any of our roles.

Qualifications

For certain roles such as Teachers you will need to hold the required qualifications to be considered. Please refer to the person specification for details of the qualifications required for this role.

Safeguarding

Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children's barred list clearance, online and social media checks and completion of relevant safeguarding training including Safeguarding Children in Education

All school roles are classed as regulated activity and as such, it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children

All new Trust employees will be required to complete an **enhanced DBS with children's barred list** check which must be in place before they can start in the role.

The position you are applying for gives you privileged access to vulnerable groups therefore, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. This means that you must disclose spent and unspent convictions other than those which are so "protected". The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance on the filtering of "protected" convictions and cautions can be accessed on the Disclosure and Barring Service or the Ministry of Justice websites.

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website https://www.gov.uk/government/organisations/ministry-of-justice.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in. The schools policies including Child Protection and Safeguarding are available on their website.

Overseas checks
In addition, we will require you to complete a declaration to identify if you have worked outside the UK. If you have lived abroad in the last 10 years for 3 months or more, you will be required to obtain a certificate of good conduct/ police clearance from the countries you have resided in. It is your responsibility to obtain this clearance and at your cost.

Details of how to obtain such a check from the relevant authorities abroad are available online at:

https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants

If the country concerned is not listed, you will need to contact the relevant embassy or consulate for further details. Contact details can be found online at:

https://www.gov.uk/government/publications/foreign-embassies-in-the-uk

For those that have taught overseas we will require proof of good conduct from the professional teacher regulating authority in the country in which you worked in addition to the Certificate of Good Character/police check.

Social Media checks
In line with Government guidance, Keeping Children Safe in Education, we are required to undertake on line searches/ social media checks on shortlisted candidates to identify any information, incident or issue that has happened, which is publicly available online, and that may affect your suitability to work with children or the reputation of the school if you were to be employed.

If you are shortlisted, you will be asked to complete a data consent and self-declaration form which will ask you to provide details of your social media accounts / details of how to find your profile(s) on the internet. Failure to provide us with the information to allow us to undertake such checks will result in withdrawal of the invitation to interview.

Any information found in the public domain that could affect your suitability to work with children or the reputation of the school will be discussed with you and may result in any offer of employment that has been made being withdrawn.

References

You must provide two suitable referees to be able to provide factual information about you for us to consider as part of the recruitment process:

- Your first referee **must** be your current employer (or if you are not currently employed your most recent employer) and this needs to be completed by a senior person with appropriate authority (if your referee is school based then this should be the Headteacher)
- If you are not currently working with children but have done in the past, your second referee must be from an employer who can comment on your suitability to work with children.
- We do not accept open references ie "to whom it may concern"
- We only accept professional references and therefore cannot accept friends, relations, neighbours, work colleagues (unless they were your line manager and can advise on any disciplinary investigations) as named referees.
- Where possible please ensure one of your referees can comment on your suitability to work with children, this could be in a working or volunteering capacity (ie scout leader, class teacher if undertaken volunteering within a school, church/temple leader).
- If you have not previously worked with children and the role you are undertaking is of an administrative or technical nature then we will require one reference to be able to comment on your ability to do the role you are being appointed to

References will be called for before interview in line with DFE guidance and our safer recruitment policy and will be sent electronically to the referees you name on your application form. Please ensure that you have contacted your referee to ask them to provide a reference and ensure that their email address that you include in the application form is correct.

Completion of the Application Form
All roles are advertised on the Transform Trust website which links through to SAM recruit which is an online application portal. https://transformtrust.face-ed.co.uk/vacancies

Please complete the application form before the closing date which will be detailed in the about the role section above. Please ensure that you follow the guidance on providing satisfactory referees who can comment on your suitability for the role and for working with children. One of your referees must be your current or most recent employer.

You are required to provide details of all employment since finishing full time education and account for any gaps in employment such as unemployment, maternity leave, raising a family, travelling, volunteering etc. The SAM recruit system will highlight any periods that there are gaps and these will need to be completed before the application can be submitted

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. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out in the person specification. For those candidates who are invited to interview, this information will be explored further.

You are invited to complete and return the Equality and Diversity Monitoring section which forms part of the application form. The information on the form will be treated as confidential and used for statistical purposes only. Those who are on the shortlisting panel will not have access to this information.

Any questions or queries about the role should be directed to the school details of which are included in the "about the role" section above. Any technical queries relating to the SAM Recruit system will be supported by a member of the support team, please contact the team by calling 01924 907 319.

8. The Recruitment Process

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

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 such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name

Documents confirming any educational or professional qualifications that are necessary or relevant for the post i.e. degree certificate, QTS certificate. Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

You will also be asked to complete a self -declaration regarding your suitability to work with children and provide your consent to us holding certain data about you.

You will receive a letter or email with details of the interview process, what to prepare and what to expect i.e. teaching task, tasks relevant to the role and formal interview. All roles working in school will be subject to a formal interview as a minimum. In addition to candidates' 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

Unfortunately, due to the high number of applications we receive, we are not able to provide feedback if you are not shortlisted. The SAM recruit system will send you an automated email once your application form has been successfully submitted which will advise that should you not hear from us within 10 working days of the closing date then you should assume that you have not been shortlisted on this occasion. Please do not be disheartened- check over your application form and see whether you think you could have given more evidence to meet the experience and qualities we are looking for ready for the next role that we may advertise.

If you are seriously interested in working for Transform Trust then why don't you register for job alerts on our vacancies page https://transformtrust.face-ed.co.uk/vacancies . This will ensure that you receive email alerts as soon as role are advertised that fit your selected criteria.

9. Transform Trust Recruitment Privacy Notice

As part of your application to join Transform Trust or a Trust member school, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to, and including, shortlisting stage:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address);
- Details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (which you can withhold if you wish and does not form any part of the recruitment process);
- Details of your referees;
- Whether you are related to any member of our workforce; and
- Details of any support or assistance you may need to assist you at the interview because of a disability.

Under UK General Data Protection Regulation (UK GDPR) the lawful bases we rely on for processing employee information is under Article 6

(a) Consent: the individual has given valid consent for you to process their personal data for a specific purpose.

(b) Contract: the processing is necessary to perform a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

In additional, concerning any special category data:

Article 9

(a) Explict Consent;

(b) Employment, social security and social protection and

(f) Legal Claims or judicial acts.

Following shortlisting stage, and prior to making a final decision

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- Confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- Information regarding your criminal record (which should only be given under confidential cover);*
- In line with Department for Education, Keeping Children Safe in Education safer recruitment requirements, information found from undertaking online and social media searches which is publicly available. This would be a check that considers safeguarding risks only and your suitability to work with children. In addition, any accessible on-line information that may significantly harm the reputation of the School/Trust would also be reviewed. The search will be independently undertaken by someone not involved in the recruitment / selection process. *
- Information via the DBS process which may be regarding your criminal record, stated in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), as well as whether you are barred from working in regulated activity;*
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- Medical check to indicate fitness to work;*
- A copy of your UK Passport (or other appropriate right to work documentation as listed on the Home Office list);*
- If you are a teacher, we will check the Department for Education (DFE) Teachers' Services about your qualified teaching status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts). If you have taught abroad we will require letter of professional standing from the professional regulating authority in the country you taught;*
- For those working in a management role including line management of others we will check whether there has been a S128 direction made against you using Department for Education (DFE) Teachers' Services portal.*
- For those working with certain age groups we shall require you to complete a disclaimer confirming that you are not disqualified under The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 from working with children that are under the age of 8.*
- If you have lived abroad in the last 10 years we will require sight of an original overseas check (such as a police clearance or certificate of good conduct) from all countries you have lived in;*and
- Equal opportunities' monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by Transform Trust, including in one of our schools, some of the information we collect will be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from during your application process?
Depending on the position that you have applied for, we may collect this information from you, your referees (which will be provided directly by you), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), DFE and the Home Office, during the recruitment process. For online /social media searches we will use common search engines, on-line tools and social media platforms

Why do we use this information?
We will process your personal data during your application process for the purpose of complying with our legal obligations, carrying out tasks that are in the public interest, and taking the required steps with a view to entering into an employment contract with you.

This includes:

- To assess your suitability for the role you are applying for;
- To follow protocols before engaging in a contract with you;
- To check that you are eligible to work in the United Kingdom
- To check that you are not prohibited from teaching; and
- So that we are able to monitor applications for posts in Transform Trust to ensure that we are fulfilling our obligations under the public sector equality duty as part of the Equality Act 2010.

How long will we hold information in relation to your application?
We will hold information relating to your application only for as long as necessary. If you are successful, then the duration will depend on the type of information that has been gathered.

For further detail please ask to see the appropriate section of our Information Register which details our retention and storage of information.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted. Candidates do have the option to remove their data from SAM Recruit (our online recruitment portal) earlier than the automatic 6 months by requesting this through their SAM Recruit profile.

Who will we share information with about your application?
We will not share information gathered during your application process with third parties, other than professional advisors such as legal and/or HR professionals.

Rights in relation to your personal data
The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Trust Data Protection Officer.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.

- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.

- The right to ask us for access to information about you that we hold.

- The right to have your personal data rectified, if it is inaccurate or incomplete-. this is called 'right to rectification'

- The right to request the deletion or removal of personal data where there is no compelling reason for its continued processing- this is called 'right to erasure'.

- The right to restrict our processing of your personal data (i.e. permitting its storage but no further processing)-. this is called 'right to restriction of processing'.

- the 'right to object to processing' of your information, in certain circumstances

- The right not to be subject to decisions based purely on automated processing where it produces a legal or similarly effect on you.

- rights in relation to automated decision making and profiling.

- the right to withdraw consent at any time (where relevant).

- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

Claire McKendrick, Transform Trust Data Protection Officer if the role you have applied for is centrally by the Trust: dataprotection@transformtrust.co.uk; or, if in one of our schools, the Headteacher who is the Data Controller for their school.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data. The law does not oblige the Trust and our schools to comply with all requests. If the Trust and/or school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Controller (Rachel Hannon) in the first instance, however an individual can contact the Information Commissioner's Office should they consider this to be necessary, at https://ico.org.uk/concerns/

Contact

If you would like to discuss anything in this privacy notice, please contact Claire McKendrick,

or Rachel Hannon (Chief People Officer for Transform Trust rachel.hannon@transformtrust.co.uk).

10. Terms and Conditions

We operate within the Burgundy (Teachers) and Green book (Support) national pay and conditions schemes in respect of sickness related absence, annual leave and family related leave (maternity, paternity leave and shared parental leave). Staff are encouraged to be members of a relevant Professional Association.

We operate a system of collective bargaining with Recognised Trade Unions which means we consult jointly with employee representatives on people policies and terms and conditions of employment. The Unions recognised by the Trust are as follows: NEU, NASUWT, UNISON, GMB, UNITE, NAHT and ASCL.

The Trust HR team meet with employee representative groups through a Trust JCC (Joint Consultative Committee). This joint dialogue about employee conditions of employment offers transparency and openness around any decisions that may impact on our employee's.

As Trade Unions are recognised by the Trust your contract of employment indicates you are entitled and encouraged to join a Trade Union and also that this arrangement is in place.

Pension:	Teachers Pension Scheme/ Local Government Pension Scheme
Employee Benefits:	Employee Discount Scheme (Vivup Benefits) Employee Assistance Programme (Vivup EAP) Eye Test Vouchers Salary Sacrifice Schemes e.g. cycle to work

Right to work: The successful applicant will need to provide proof of the right to work in the UK before taking up the post

Safeguarding: The successful applicant must have a clear enhanced DBS with children's barred list check in place before starting the new position and complete level 2 safeguarding training on taking up the post.