



## **RECRUITMENT INFORMATION PACK**

### **Minibus Driver/ Lunchtime Supervisor**

The Elland Academy  
Gelderd Road  
Leeds  
LS12 6DO

## RECRUITMENT INFORMATION PACK

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Dear Applicant

As a multi-academy sponsor we are acutely aware of the need to offer additional provision opportunities for our students whilst embracing our core ethos of aspiring to the highest possible achievement for every individual.

The Elland Academy opened in September 2014 to meet the needs of 4-18 year olds that attend our academies. Our aim is to promote inclusion, raise standards of behaviour and achievement by pro-active early intervention, with the aim to reduce fixed term and permanent exclusions.

Our vision is to ensure that the Education we provide is high quality, effective and inclusive to ensure all our students who have challenging and vulnerable young people are provided with appropriate opportunities and positive experiences to become responsible members of the Community.

We currently serve 4 secondary schools and 4 primary schools of Delta Academies Trust but are opening our doors to other local authority schools in the area.

We work collaboratively with academies and have built close working partnerships with the local communities. Our staff provide a coherent and structured model of a familiar setting to best meet student needs.

We are looking for outstanding members of staff that can take the organisation onto greater success, inspiring the children to attain the highest level possible.

If you share our vision and passion for young people and their families then we would like to hear from you.

Yours faithfully

Alice Ngondi  
Head of Academy

## Introduction

Delta Academies Trust is a not for profit charitable organisation that is committed to changing outcomes for children in the academies it sponsors and the wider education system. We are a teaching school, training teachers, school leaders and other professionals who work with children.

Delta Academies Trust firmly believes that an outstanding education should be the right of every child and should not be determined by a post code lottery. The Trust will strive to ensure that all pupils and students in our academies attend an outstanding school.

We are determined that local children can attend a local school and we will place those children who need extra help first in our admissions policy.

In our family of academies we currently have a range of educational provision that includes: Secondary, Primary, Infant, Junior, Alternative Provision and Pupil Referral Units.

Delta places at the heart of its school improvement a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for the children and young people we serve.

You can find out more details about Delta and our academies at **[www.deltatrust.org.uk](http://www.deltatrust.org.uk)**

## Vision

### ***‘Changing lives’***

#### **Mission Statement**

*To improve educational outcomes for communities in the North of England, creating a sustainable organisation that improves our society and the wider environment.*

#### **Strategies**

1. To ensure high quality sustained performance and educational outcomes for all Delta academies.
2. To operate a financially sustainable organisation, characterised by high value for money
3. To collaborate with others to establish a Northern Alliance of powerful MATs and other stake holders that will transform educational outcomes in the North of England.
4. To develop high quality education leadership to enhance the capacity to drive improvement
5. Train and develop high quality teachers and staff
6. To create a generation of young people who are socially and environmentally responsible
7. To ensure that young people are confident, employable and have the knowledge and skills to challenge received wisdom

## Core Values

We will:

- Place children and students at the heart of everything we do
- Place collaboration before competition, working with others for the betterment of all
- Develop and support professionals in our own and other academies and schools to establish practice that improves lives
- Ensure that all children make good progress irrespective of their starting point and those young people facing disadvantage are lifted from educational poverty
- Never do anything to the detriment of learners, staff, or other stakeholders, in a neighbouring community
- Adhere to the ‘Seven Principles of Public Life’
- Promote environmental awareness and protection locally, nationally and globally

## **Why work for Delta Academies Trust?**

- Delta Academies Trust is committed to transforming education across the North of England and as such we are recruiting a range of the very best educationalists to join us in our mission. We are looking for talented and driven professionals who share our drive, passion and enthusiasm to enhance the life chances of young people. We recognise you may not have all the skills or confidence at the start of your journey as part of our team and we are committed to ensuring you get the very best high quality leadership training, much of which is directly delivered by the CEO who has a national profile and reputation for rapid school improvement.
- You will work alongside professionals in a fast-paced and dynamic environment.
- You will develop your skills alongside like-minded colleagues.
- Delta academies work and collaborate as a family of schools. This provides colleagues a conduit to share best practice and affords our professionals the opportunity to develop their own skills, that of others and seek further promotion as they take on responsibilities across academies or at a whole Trust level.
- Career Development - Delta Academies Trust offers personal development through a range of flexible opportunities. All new staff members receive a comprehensive induction. The Trust offers a central CPD programme involving a range of training, which can include the full range of NPQs delivered in association with Ambition School Leadership. The Trust also provide a range of bespoke CPD and is committed to developing all staff.
- Pension - Every employee of Delta Academies Trust has access to a pension scheme.
- There is a range of benefits available to staff which include childcare vouchers, cycle to work scheme and a tech salary sacrifice scheme.

## The Application Process

Further details about the work of Delta Academies Trust including academies it currently sponsors can be found at [www.deltatrust.org.uk](http://www.deltatrust.org.uk)

Completed applications should be returned to [jobswest@deltatrust.org.uk](mailto:jobswest@deltatrust.org.uk) or by post to Delta Academies Trust, Recruitment Team, Education House, Spawd Bone Lane, Knottingley, WF11 0EP

All applications that have been submitted electronically will receive an email from the recruitment team confirming receipt.

A letter will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

### Queries

If you have any queries on any aspect of the application process or need additional information please contact the Recruitment Team on 0345 196 0095.

We are committed to treating all applicants fairly and have a policy on the recruitment of ex-offenders which is available to applicants on our recruitment website at: <http://recruitment.deltatrust.org.uk>



**THE ELLAND ACADEMY  
MINIBUS DRIVER/LUNCHTIME SUPERVISOR  
Grade B £15,613 – £15,807 Pro-rata  
37 hours per week/ Temporary for 1 year  
TTO/to start ASAP**

We are seeking to appoint a minibus driver with additional lunchtime supervision and site supervision duties.

Operating one of the academy's bus routes, collecting children from given pick-up points along the route and delivering them to school; collecting them from school and dropping them back at the given points.

The successful post holder will work as part of the facilities team and will be the minibus driver for the academy's home/school transport provision, including routine safety checks on the vehicle.

Closing Date: Monday 11<sup>th</sup> December 2017  
12 Noon

**An application pack can be downloaded from  
[www.recruitment.deltatrust.org.uk](http://www.recruitment.deltatrust.org.uk)  
or by contacting our recruitment team on  
0345 196 0095  
or email  
[jobswest@deltatrust.org.uk](mailto:jobswest@deltatrust.org.uk)**

The Academy is committed to safeguarding the welfare of its students and the successful applicant will be subject to an enhanced DBS check.





### **Minibus Driver/Lunchtime Supervisor Job Description**

**Salary:** Grade B Scale Point 10 – 11 (£14,338 – £15,207 Pro Rata)

**Hours:** Full time term time only

**Responsible to:** Assistant Principal

**Role:** To work as part of the Facilities team and to be the minibus driver for the school's home/school transport provision; including routine safety checks on the vehicle.

To provide additional support over lunchtime for those pupil/students accessing a school lunch.

Duties to include;

1. Operating one of the academy's bus routes, collecting children from given pick-up points along the route and delivering them to school; collecting them from school and dropping them back at the given points.
2. Ensuring that the minibus is kept clean and in good condition, including, but not restricted to:
  - Weekly cleaning of the bus, both inside and out
  - Ensuring signs inside the bus are properly attached and in good condition
  - Regular visual inspection/checking of tyres, lights, oil, water, fuel
  - Ensuring that any additional work required is communicated immediately to the Site Manager
3. Adhere to all school policies including Health and Safety guidelines for minibus Drivers
4. To liaise directly with parents when necessary
5. Enforcement of the school behaviour policy and the reporting of any incidents or unsatisfactory behaviour to Line Manager.
6. Dealing with accidents/incidents and reporting them to the school Office/member of the senior leadership team.
7. Collect student lunches and then to be the Lunch Time Supervisor which includes serving lunch to the students and be responsible for the overall management for students to dine promotes an order and pleasant meal service.
8. Ensuring the kitchen and facilities department are clean and in good condition after lunch.
9. Undertake any care taking duties as directed by the Facilities team.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the Academy's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the Job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the Academy's Child Protection Officer or to the Head of Academy.

**Minibus driver/Lunchtime Supervisor  
Person Specification**

	<b>Ess</b>	<b>Des</b>	<b>MOA</b>
<b>KNOWLEDGE/QUALIFICATIONS</b>			
An awareness of Every Child Matter's Agenda and Child Protection		✓	A/I
Understanding of Health & Safety Issues and good practice	✓		A/I
Knowledge of moving and handling procedures	✓		A/C/I
Awareness and understanding of basic safety and security measures	✓		A/C/I
Full Clean Driving Licence	✓		
Driving licences obtained on or after 1st January 1997 must have a category D1 PCV entitlement on their licence by meeting higher medical standards and passing an appropriate test or have obtained a driving licence before January 1 <sup>st</sup> 1997			
To have a basic food and hygiene qualification		✓	A/C
<b>EXPERIENCE</b>			
Have experience driving a minibus	✓		A/I/R
Have held had a driving licence for at least 2 years and be 21 years of age or over.	✓		A/I/R
Experience of working with the elderly, disabled and the young		✓	A/I/R
Experience of working in the bus industry/community transport sector.		✓	A/I/R
<b>SKILLS</b>			
Good organisational and personal management skills	✓		A/I
Effective communication skills	✓		A/I/R
Ability to deal with day to day issues on own initiative	✓		A/I/R
Effective time management	✓		A/I/R
Ability to relate well to children and adults	✓		A/I
<b>BEHAVIOUR AND OTHER RELATED CHARACTERISTICS</b>			
Work in ways that promote equality of opportunity, participation, diversity and responsibility.	✓		A/I
A commitment to abide by and promote the Academy's Equal Opportunities, Health and Safety and Child Protection Policies	✓		A/I
The post holder will require an enhanced DBS check	✓		C

Key: MOA= Method of Assessment, Ess= Essential, Des= Desirable, A= Application, I= Interview, and assessment, R = Reference, C= Certificate