



JOB APPLICATION PACK

Class Teacher

Salary: Main Pay Scale 1 - 6

Contract: Permanent, Full time

Closing Date: Friday 16th May 2025 @ 3.00pm

Start Date: Thursday 28th August 2025





Welcome from the Head Teacher

Dear Applicant,

Thank you for your interest in joining Firbeck Academy's dedicated, enthusiastic and supportive staff team.

We are looking for a forward-thinking, dynamic individual who is excited by the challenge ahead and committed to improving the life chances of the young people we serve. A drive for excellence is at the core of everything we do.

This is an exciting opportunity, as the leadership team of the school develop their strategy to transform the educational provision the school offers and the building in which this is offered in.

Firbeck Academy is part of Nova Education Trust. We are incredibly proud to be part of the trust and are committed to providing high quality education, that is transformational for all our children and their families. As part of the trust we work closely with other primaries colleagues.

Firbeck Academy is a one-form entry school that sits on the edge of the Wollaton area of Nottingham. Our children start their journey with us at the age of three. We are easily accessed from the city centre and the M1.

The excellence ethos of the school is centred around 'Work Hard, Be Kind'. This ethos epitomises the entire staffs' genuine commitment to coupling high academic expectation and achievement with a whole-team

dedication to pupils' spiritual, moral, social and cultural development. We have a set of 'Work Hard' values that we teach directly to ensure our pupils consciously become the best learners they can be, alongside our pupil generate attitude to learning charter.

Our 'Be Kind' values give pupils 'ways of being' rather than 'rules to follow' when interacting with others. Our pupils have high potential and respond well to the wide variety of learning opportunities presented to them. The role of each class teacher is vital in order to successfully achieve the shared aims of the school community.

The staff team is made up of a dedicated and highly skilled group of school leaders, teachers, teaching assistants, carers, business manager, administrative officer and assistant, MDSA and site staff.

Applicants should complete an application form and provide a letter of application. We look forward to receiving your application and meeting you in the near future.

Sem Cao
Head Teacher



About Firbeck Academy

Firbeck Academy a one form entry mixed non-denominational foundation unit and primary school for children in the Wollaton, Bilborough and neighbouring areas.

Firbeck is an Ofsted rated Good school following our most recent inspection in 2023.

Core values

We are very proud of our school. Firbeck is a special place where we seek to meet the best interests of the individual children in our care.

By providing a caring ethos within a wide range of learning opportunities, staff aim to enthuse children to enjoy learning whilst developing the skills which will support them in growing up to be caring, independent, responsible people and life-long learners.

Every child deserves the best start in life, and at Firbeck Academy we strive to help our pupils develop academically and creatively.

Firbeck provides a safe, nurturing environment that allows our pupils to learn, grow and develop with confidence. We believe learning should be active, stimulating and engaging, and will ensure that any barriers to learning are overcome.

We want every child at Firbeck Academy to have a rich, rewarding and happy primary experience, learning skills that enable them to be successful and thus our core values were developed with the pupils.

Our core values and ethos is 'Work Hard, Be Kind'.

As a school that serves a richly diverse community, we take our responsibility to promote community cohesion, generate a respect for difference and individual rights seriously.

Early Years Foundation Stage

At Firbeck Academy, the staff and children are proud of our Early Years Foundation Stage. We hope you enjoy finding out more about our Early Years unit and how much fun we have discovering our environment.

Our Early Years Unit, has both Nursery and Reception in the same space. However, Nursery and Reception are taught separately to ensure progression and age-appropriate learning.

In our provision, the Nursery and Reception children play alongside each other, where the Reception children develop their explanation skills by helping the Nursery children and the Nursery children can look up to the Reception children as role models.

The Foundation Stage

Foundation Stage 1 children attend on a part-time basis the term after their third birthday for their 15 hours flexible free entitlement. For some, it is their first experience of life in an environment outside home and family, which can be an exciting venture. We strive to make this important phase in every child's life secure, safe and happy.

Reception Class

Foundation Stage 2 children are encouraged to become independent learners through play. The day is divided into a number of sessions covering a variety of areas of learning. During these sessions there is a balance of adult-led and child-led activities.

Prime Areas

- Communication and language
- Physical development
- Personal, social and emotional development

Specific Areas

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design





Welcome from the CEO

Dear Applicant,

Thank you for your interest in working at the heart of **Nova Education Trust**. I hope that you will find this pack useful and informative in helping you to find out more about our organisation and to complete your application.

Since 2011, Nova Education Trust has successfully supported schools of all phases to secure improved educational standards. Over the last two years, our organisation has undergone a significant transformation and is unrecognisable culturally, educationally, financially and in governance terms from the organisation it was pre-2021.

Educationally, we go from strength to strength. 96% of our academies are now judged by Ofsted as Good or Outstanding, compared to 47% that weren't when they joined us. Nova's MAT performance for Progress 8 and 5+ EM across all of the schools is currently ranked as one of the highest in the region. We are highly valued and respected by the DfE, the Local Authorities and other local trusts. This is testament to our brilliant pupils, staff and the communities that we serve. Our trust support and governance is strong and has been externally recognised as amongst the best in the sector and our organisation is financially stable. We understand and we believe that schools belong to their communities — the mission is the same, but the vision may look different in our range of contexts and settings.

We are committed to our vision, values, ambitions and principles, and we are determined to achieve our mission of creating transformational schools. We are looking for a talented and inspirational leader who is committed to transforming the lives of our learners, with the imagination, passion and experience to support and challenge us to even greater things in the service of our young people.

Nova Education Trust is an organisation that trusts and empowers its staff. Front and centre to this is our commitment to well-being and engagement because we believe in enabling people to be at their best. We

are changing the way we support people to grow and develop, through 'coaching, not telling' — we now have over 150 professionally-trained coaches in the organisation and we have plans to train all middle and senior leaders. We think it's essential that colleagues can access excellent professional development and progression pathways which suit their individual needs. We pledge to lead the way with Diversity, Equity and Inclusion in our organisation. We will introduce new and innovative ways to increase the diversity of our workforce and continue to strive for an inclusive culture in which people have a voice and can contribute, feel a sense of belonging and are able to be themselves.

It is such a pleasure and privilege to lead such a talented group of staff who are forever looking for new and innovative ways to make us even better, each and every day. I am so proud of what we have achieved so far but I know that we can do even better, despite the challenging educational landscape that we find ourselves in. We have a highly skilled, experienced, dynamic and diverse board. They are so supportive yet professionally challenging and there is a great synergy and trust between the board and the executive team.

If you have got a sense of humour, drive, energy and enthusiasm to make us even better then we'd love to hear from you. This is a fantastic opportunity to join a values-driven trust at an exciting stage in our development.

Further information can be found at novaeducationtrust.net/careers.

We look forward to receiving your application.

A. Rahman

Ashfaq Rahman

Chief Executive Officer



About Nova Education Trust

As a cross-phase Multi Academy Trust, we create compelling school cultures where all are motivated to aspire and grow.

We establish aspirational, purposeful, celebratory and inclusive learning cultures for pupils, staff and our wider community.

We are committed to excellence; we are confident about our future and determined to achieve our aims.

Our mission is to create transformational schools.

Our family is currently made up of 15 academies (five primaries, nine secondaries and one sixth form college). In 2019, we entered into a long-term support partnership with Madani Schools Federation in Leicester to work with their two schools. We are also excited to report that we are in the final stages of welcoming another school to our family in the coming weeks. The trust is growing and has plans to expand into other areas and regions in the very near future.

We also run a successful School Centred Initial Teacher Training (SCITT) programme making us a key player in the region by developing new teachers and providing training and development programmes for existing teachers and support/operational staff throughout their careers.

Our values

We work with **honesty, integrity, humility** and **professionalism**.

We **trust** and are **loyal** to each other — we demonstrate a selfless commitment in all that we do.

We **innovate** and **influence** — we create opportunities for sharing and learning, and we pioneer civic collaborations.

We all **learn** together in our **vibrant, creative, diverse** and **inclusive** family of schools.

We are highly **ambitious** — staff and learners believe through **kindness** and **hard work**, all can succeed and grow.



A teal-colored rounded rectangle containing the school motto in white, uppercase letters.

WORK
HARD

BE KIND

Our principles

Excellence: We will always aspire for excellence in all that we do by showing courage, heart, determination, hard work and discipline. We want excellence to become a habit.

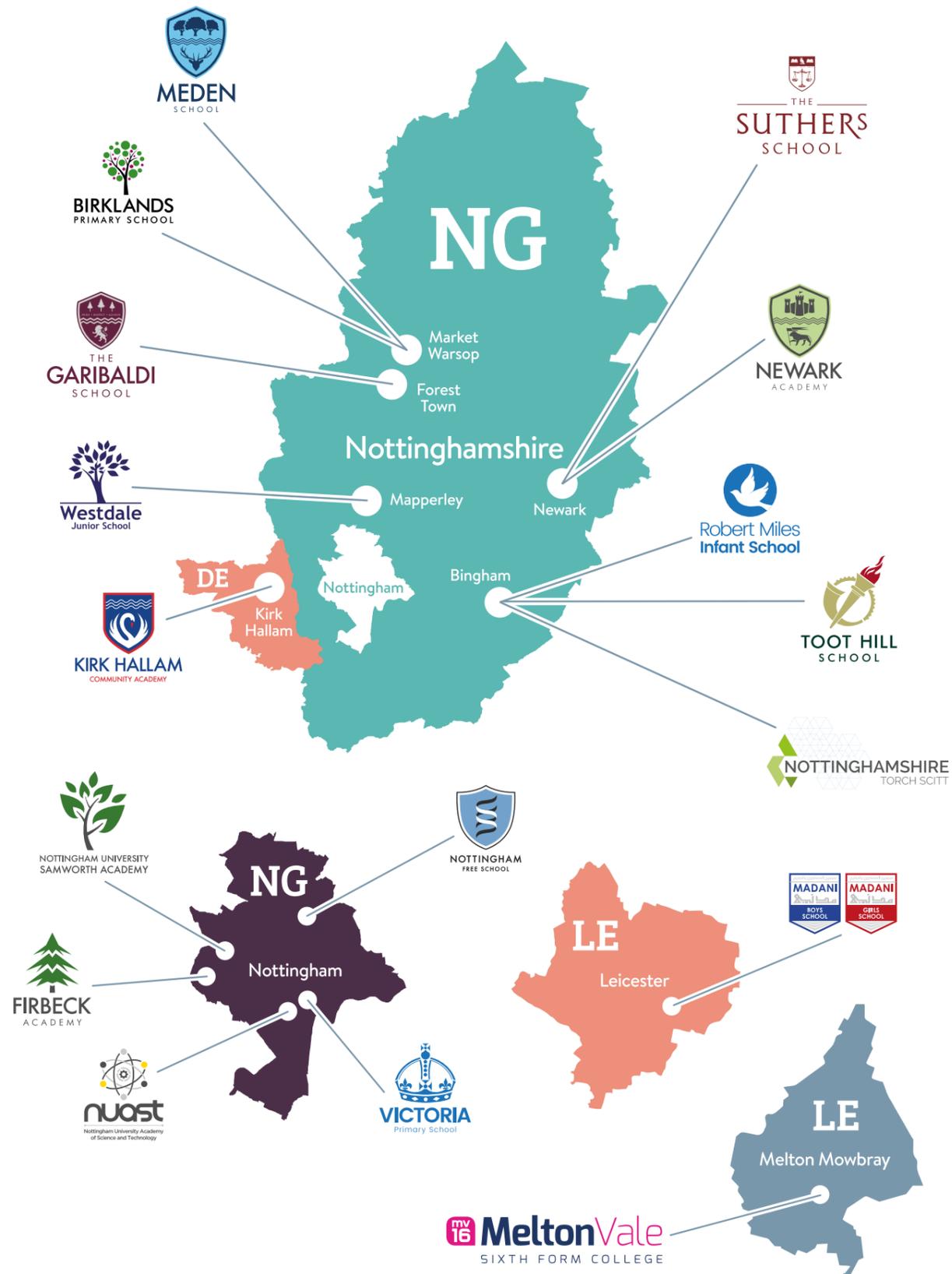
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

Expertly trained and professional staff: By investing in the professional development of all our staff so that they become experts in their professions.

Trust and empower all staff: By demanding that we act with honesty, integrity, clarity, rigour and simplicity in all that we do.

Focus on learning: An exceptional curriculum and highly effective pedagogy at the heart of all that we do, ensuring our strategy is evidence informed.

Our family



Our central team

We employ a skilled cohort of colleagues to provide specialist support to our family of schools to enable them to be operationally sound and to provide capacity for them to focus on teaching and learning and leadership development.

Our central team is based at the University of Nottingham Innovation Park (UNIP) on the Jubilee Campus as the central hub of all of our schools.

The Executive Leadership Team, with the CEO, meet weekly to support the development and improvement of the trust and deliver three Head Teacher training and briefing sessions as scheduled throughout the academic year.

We employ circa 40 colleagues across the **central team**.

We pride ourselves on our vibrant and dynamic team and foster a sense of collaboration and connectedness through our daily interactions, weekly briefings and our purposeful and deliberate Away Days.

We operate an informal hybrid model of working, which includes working on-site from the head office, school visits and remote working through our Dynamic Working Policy.



Supporting our colleagues

We're proud to offer an exciting, dynamic and collegiate place to work. Our colleagues are dedicated to having an impact and they make a lasting difference to the lives of our children and young people.

We nurture a culture within our trust where everyone feels respected, valued, safe, trusted and ultimately have a sense they belong. We feel, it's that sense which enables people to be their best selves, to grow and succeed as highly competent professionals and add transformational value.

We put well-being and engagement front and centre:

- You'll have access to regular check-ins with your line leader, to discuss how things are going and to talk about what's important to you.
- You'll have opportunities to directly influence trust plans for well-being and engagement.

We develop leaders who:

- Actively listen, communicate clearly, invest time in coaching and nurturing talent, and recognise your contributions.
- Cultivate supportive and inclusive teams who are open and committed to learning from each other, sharing different ideas and practices.

We will encourage and support you to develop and grow:

- Ensuring you have access to focused growth conversations so you can develop both personally and professionally.
- Facilitating trust wide professional networks and communities where you can draw on expertise and collaborate with like-minded and diverse talented colleagues.
- Providing opportunities to network with colleagues outside of the trust as part of our commitment to civic collaboration.

Providing access to range of fantastic benefits through 'Nova Perks', including:

- Bike scheme
- Technology scheme
- Motorsave
- Lifestyle benefits
- Instant discounts
- Savings club
- Workplace ISAs
- Financial planning
- Financial education resource module
- Peer-to-peer
- Lift-share
- Car salary sacrifice
- Health cash plan
- Gym scheme
- Healthy living resource module

Nova Perk Day

In addition to our standard leave provision, we offer all colleagues the opportunity to take one paid '**Nova Perk Day**' per academic year. This can be taken during term time for any chosen reason. This is in support of our continued commitment to colleagues to achieve a healthy work-life balance.

Sick pay

All colleagues are entitled to a generous sick pay entitlement depending on their continuous service.

Pension

All colleagues are auto-enrolled into the relevant pension scheme. LGPS for support staff and Teachers Pension for teaching staff.

Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in joining Firbeck Academy's dedicated, driven and supportive staff team. The successful candidate will be a valued member of the teaching team, initially working in key stage 2.

Firbeck Academy is a one-form entry school that sits on the edge of the Wollaton area of Nottingham. Our children start their journey with us at the age of three. We are easily accessed from the City Centre and the M1.

Firbeck Academy is part of Nova Education Trust. We are incredibly proud to be part of the Trust and are committed to providing high quality education, that is transformational for all our children and their families. As part of the Trust we work closely with other primaries colleagues.

The excellence ethos of the school is centred around "Work Hard – Be Kind". This ethos epitomises the entire staffs' genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development. We have a set of "Work Hard" values that we teach directly to ensure our pupils consciously become the best learners they can be, alongside our pupil generate attitude to learning charter. Our "Be Kind" values – give pupils 'ways of being' rather than 'rules to follow' when interacting with others. Our pupils have high potential and respond well to the wide variety of learning opportunities presented to them. The role of each class teacher is vital in order to successfully achieve the shared aims of the school community.

We are looking for a forward thinking, dynamic, innovator who is excited by the challenge ahead and committed to improving the life chances of the young people we serve. A drive for excellence is at the core of everything we do.

This is an exciting opportunity, as the leadership team of the school develop their strategy to transform the educational provision the school offers and the building in which this is offered in. Our strategic vision fits around 'Nurturing for the Future.' Within this, sits nurturing academic potential, nurturing aspirations and nurturing well-being. Implementing this vision will ensure we fully prepare our pupils for the next stage of education and life within our wider society.

An interest in research informed practice is a must for us, as we continue to develop our teaching and learning toolkit. As part this from September 2025 we will become a 1:1 school. This means that all pupils in key stage two will have their own iPad, as we start the journey to enhancing teaching and learning through the use of technology enabling a more personalised approach to learning for all.

The staff team is made up of a dedicated and highly skilled group of school leaders, teachers, teaching assistants, carers, business manager, administrative officer and assistant, MDSA and site staff.

The successful candidate will be offered appropriate levels of support through our highly regarded Multi Academy Trust and mentoring from a range of experienced school leaders. Applicants should complete an application form and provide a letter of application outlining:

- What you can bring to our dedicated, driven and determined team
- What makes you unique in the teaching profession
- Relevant experience
- What you see are the key issues facing education at the moment and how you might address these
- How your teaching will support all learners in attaining their potential and accelerate progress

Applications for this post must be submitted by 3.00pm on Friday 16th May 2025. It is anticipated that interviews will be held on Thursday 22nd May 2025

Kind regards,

Celia Smith, Executive Head Teacher



Job description

Post: Class Teacher

Department/Faculty: Firbeck Academy

Responsible to: Executive Headteacher

Vacancy Details

We would love to hear from you if you see yourself as a practitioner who is:

- a passionate and dedicated teacher who motivates and excites the children to learn
- knowledgeable about how reading enhances learning throughout the curriculum
- knowledgeable about the varied pedagogical approaches needed to make learning engaging
- able to deliver a creative, challenging, broad and balanced curriculum
- able to plan lessons that focus on key knowledge and uses retrieval practices
- uses formative and summative assessment to shape the curriculum delivery
- can track progress and success
- a confident communicator with their pupils, colleagues and parent/carers
- able to create the best possible learning environment and deliver stimulating, engaging lessons for all of their pupils ensuring they can thrive, and be challenged in learn
- experienced at supporting children to reach high standards by providing appropriate challenge and consistently high expectations for all
- has an understanding of adaptive teaching
- able to work effectively within and contribute to a team
- keen to develop a positive well-being for all their pupils
- passionate for improving the life-chances for all pupils and values inclusion
- interested in research informed practice and their own professional development
- able to embed our 'Work Hard. Be Kind' mantra into their everyday practice and embodies an ethos of excellence in everything they do.

Purpose and Key Responsibilities

To teach pupils in an allocated class in order to ensure that their learning is of the highest quality and that all pupils reach their full potential.

- Teach pupils within allocated class, enhancing their learning and providing the opportunity for high achievement for all pupils
- Planning and preparing learning tasks using varied and appropriate pedagogy which challenge pupils and ensure high levels of interest and learning during lessons
- Incorporate all aspects of personal development into their classroom provision, within the explicit curriculum and implicitly throughout the school year
- Actively contribute and engage with all stakeholders with regards to all aspects of school improvement and the day-to-day needs of their pupils
- Monitor the progress and attainment of all their pupils and implement appropriate strategies to address underachievement
- Assess, record and report on the progress and attainment of pupils
- Register and monitor the attendance of pupils in their class
- Give pupils appropriate and constructive feedback that moves their learning on
- Uses formative and summative assessment to plan and deliver the curriculum, plan next steps and adapt day-to-day teaching
- Develop and maintain positive relationships with their cohort, staff, parent/carers

- Manage pupil behaviour in the classroom and on school premises, appropriately applying effective measures in cases of misbehaviour
- Communicate with parents and carers over pupils' progress/ attainment and participate in parent workshops, parents' evenings and other whole school events
- Lead at least one curriculum area: Developing, implementing and reviewing specific curriculum materials, monitoring the quality of teaching and learning and engaging in Trust networks and subject-specific CPD
- Participate in research informed classroom practice and professional reading, maintain up-to-date knowledge
- Actively engage in CPD sessions (weekly and INSETs) and personalised continued professional development
- Undertake critical self-evaluation and participate in CPD designed to enhance the quality of teaching or other working practices, in line with school improvement.

Relevant qualifications

- Honours Degree related to Primary Education or a curriculum subject.
- Qualified Teacher Status.
- Evidence of applying continued professional development.

Other Professional Requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school and the Trust
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.

General

Firbeck Academy and Nova Education Trust will offer:

- an energetic and imaginative place where children are well behaved and share a love for learning.
- support from a forward thinking, research informed and innovative leadership team.
- an opportunity to work with talented, driven, committed and supportive staff, who work together for success.
- children who are happy, enjoy school life, are motivated, well behaved and enthusiastic to learn.
- a truly inclusive ethos and shared moral commitment to secure the best outcomes for every learner.
- excellent support for your personal and professional development through focused whole school and a personalized CPD programme.
- an opportunity to participate in primary and cross-phase INSET and CPL across the Trust.
- an opportunity to participate in our Trust middle leader and senior leader programme.
- access to Nova Perks.

Person specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Honours degree related to Primary Education or a curriculum subject. • Qualified Teacher Status. • Evidence of applying continued professional development. 	
Experience	<ul style="list-style-type: none"> • Teaching experience in Key Stage 2. 	
Skills and knowledge	<ul style="list-style-type: none"> • Has a consistent record of good classroom practise. • Holds high expectations for all pupils and challenges them to good progress and outcomes. • Inspires and motivates all pupils to succeed and reach their full potential. • Demonstrates knowledge of the importance of early reading and phonics, within the curriculum. • Demonstrates knowledge of the National Curriculum requirements and how it links together to create academic as well as spiritual, moral, social and cultural excellence. • Understands how learning and lessons can be purposefully structured to achieve high outcomes. • Understands the need and applies varied pedagogy in order to engage and meet the needs of all groups of pupils as well as meeting individual pupil needs where necessary. • Can plan effective next steps in learning based on all types of assessment information. • Manages pupil behaviour through strong positive relationships, high expectations and attention to children's needs. Places high importance upon promoting learning attitudes and capacity for independent learning. • Experience of working with pupils with individual needs such as the highly able, those with SEND or learners with EAL. • Values parents/carers as significant partners in each child's education and development. • Establishes support staff as 'equals in learning' and enables their success in the classroom. 	

Personal qualities

- Dedicated to the development of our school as a centre of excellence.
 - Works well as part of a team, with positivity, energy and a sense of humour.
 - Resilient in the face of change and willing to embrace innovation and creativity.
 - Commitment to a collaborative approach to professional development.
 - Consistently a positive role model for pupils, colleagues and parent/carers.
 - Commitment to safeguarding pupils.
 - A desire to keep up to date with current educational policy.
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Application details

Application forms

These can be accessed from the school website www.firbeck.org.uk. Wherever possible, please provide email addresses for your referees.

How to apply

Candidates should apply for this role through our website at www.novaeducationtrust.net/careers. Wherever possible, please provide email addresses for your referees. Click on the 'Apply' button and follow the instructions to upload Nova's application form and complete the online equal opportunities monitoring form*.

** The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.*

The closing date for applications is **3.00pm on Friday 16th May 2025**

Interview

Interviews will take place on **Thursday 22nd May 2025**. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Firbeck Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior consent.

Child Protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will be alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. The procedures contained in this policy apply to all staff, volunteers and governors and are consistent with those of Nottinghamshire Safeguarding Children Board (NSCB).

Equal opportunities

We are an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all colleagues.

Our commitment is to treat every individual how they would like to be treated. This is so that you experience a sense of inclusion, feel respected, valued, safe, trusted, and that ultimately, you belong.

If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact hr@novaeducationtrust.net and we will be happy to discuss.

How we monitor recruitment

On application we will ask you to fill in an anonymised form which indicates your protected characteristics. This is you helping us to achieve our equal opportunities commitments.

We analyse Equalities information to look at trends and to see if our diversity initiatives are having an impact across our recruitment processes. Your data will help us measure our progress and understand where we need to act.

All Equalities data is anonymised and will be kept separate from your application form and will not be forwarded to the interview panel should you be selected.





FIRBECK

ACADEMY



Firbeck Road
Wollaton
Nottingham
NG8 2FB

0115 915 5739
admin@firbeck.org.uk
www.firbeck.org.uk

Head Teacher

Sem Cao

BA (Hons), PGCE, QTS

Director of School Improvement

Christabel Shepherd

BEd (Hons)

Chief Executive Officer

Ashfaq Rahman

BSc (Hons), PGDip, PGCE, NPQH, NLE



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