



## CANDIDATE INFORMATION BROCHURE



**Trinity**  
Primary Academy  
To make our best better



**Academies**  
Enterprise Trust  
To make our best better



To inspire young people to make their best better

Dear Candidate

Thank you for taking the time to apply for the Teaching role at Trinity Primary Academy.

Trinity Primary Academy opened in September 2012 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

We firmly believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

We have an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

David Atter  
Principal



## **Trinity Primary Academy**

**'Trinity Primary Academy is an outstanding school'** (Ofsted June 2016)

**'Leaders at all levels have established high expectations for the school and work together tirelessly, enabling all groups of pupils to do their best'. As a result of this 'pupils' outcomes are outstanding'** (Ofsted June 2016).

We are committed to helping every child succeed, whatever their background or ability. We want to create a safe, stimulating and supportive atmosphere where children can love life, learning and play.

Do you want to be part of a team who are determined to secure the highest possible standards for all pupils and where staff morale is high? We are looking for a future member of our team who can develop that sense of awe and wonder in children. **'Pupils make excellent progress across the curriculum during their time at Trinity'** (Ofsted June 2016)

We have a hard-working community dedicated to ensuring that we provide each pupil with the best possible start in life. We are committed to developing a warm welcoming, safe and stimulating learning environment that will help our pupils achieve and develop and inspire them to do their very best. We want our children to leave us as responsible citizens and lifelong learners, equipped with the knowledge and skills they need to achieve life-long success.

Trinity is a thriving primary academy situated in Wood Green, North London, close to the tube station. The building is Grade II listed Victorian and much of its original features remain. We admit children from Nursery through to Year 6 and currently have 2 forms of entry throughout the school.

As part of Academies Enterprise Trust (AET) we are committed to doing everything we can to ensure that young people are able to, in the future, compete on the world stage with the skills, confidence and flair to generate new ideas, new initiatives and thereby make a full contribution to tomorrow's world.

## **Job description**

### **General Duties and Responsibilities**

To fulfil the duties and responsibilities for teachers contained in the Pay and Conditions Act 2009 and detailed in Part XI of the School Teachers Pay and Conditions Document 2008 and the national standards for teachers 2009. These duties are equally binding and form the basic employment conditions for all teaching staff. Copies are available from the Headteacher on request.

### **Purpose of the Job:**

To enable children to achieve to the best of their ability through high quality teaching, learning and curriculum provision

**Reporting to:** Phase Leader/Vice Principal

### **Whole School**

- Promote the aims of the school and implement all whole school policies proactively.
- To show commitment to the school's equal opportunities policy and be proactive in its implementation.
- Build team commitment with colleagues both in the classroom (with TAs and LSAs) and outside the classroom (e.g. curriculum teams, phase group).
- Work positively with a wide range of cultural, ethnic and social groups.
- To actively promote and safeguard the welfare of pupils
- To accept joint responsibility with colleagues for the school environment, especially public areas.
- To be a member of a curriculum team taking responsibility (according to experience) for aspects of development.
- To contribute and show commitment to the development of the school's extra curricular provision and to support events organised by the Noel Park School Association.

### **Teaching and Learning**

- Provide children with quality learning experiences delivered through quality teaching. Plan, prepare and deliver lessons within the school's framework based on the National Curriculum, Foundation Stage Guidelines.
- Cater for the wide range of needs ensuring inclusion and success for each child. Take the lead responsibility for managing, coordinating and building on any additional support or interventions for individual children.

- Track pupil progression (individuals and groups) using available data, actively engaging in pupil progress review. Keep meaningful records and monitor performance against targets
- To apply the principles of assessment for learning in particular giving quality feedback to children and using information gathered to inform planning
- Use a range of strategies to ensure that children are focussed on learning including behaviour management. Proactively develop children's socialisation skills.
- Maintain and enhance class environments to facilitate learning.
- Devise means of ensuring the efficient and responsible use of resources and equipment at all times.
- Display pupil's work in an attractive, informative and interactive way to promote learning.

### **Colleagues**

- To establish and maintain good relationships with colleagues and to model these for the pupils. Be sensitive to colleagues needs and feelings.
- Plan with and contribute to the work of year group teams.
- Communicate effectively with class teachers and teaching assistants to ensure all relevant information is shared e.g. assessments, behaviour issues, communication with parents
- Treat all colleagues equally and collectively support new team members.

### **Parents**

- To establish and maintain good relationships with parents – being honest and constructive.
- Be available to and welcome parents in a confident and professional way.
- Report to parents in line with whole school policy and National requirements.

### **School Development**

- Actively participate in professional development, keeping up to date with current developments in primary education. To share information and implement improvements.
- Be active as a learner within the school setting e.g. participating in peer coaching and CPD opportunities and acting on advice given.
- Participate in the appraisal of your performance and that of other staff.
- Be part of a school improvement team and with support from a team leader contribute to the team in its delivery of its School Improvement Plan.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## Person specification

### Notes for the Candidates

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advertisement and will also be used in the short listing and interviewing process for the post. Those categories marked '(S)' will be used especially for the purposes of short listing. Only those applicants who meet these requirements will be shortlisted.

<b>Education and Qualifications</b>	<ul style="list-style-type: none"><li>• Education to degree level (S)</li><li>• DCSF qualified teacher status (S)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Minimum 2 years successful teaching experience (S)</li></ul>
<b>Knowledge and understanding</b>	<p>Thorough knowledge and understanding of:</p> <ul style="list-style-type: none"><li>• excellent primary practice (S)</li><li>• the requirements of primary curriculum and of how standards can be raised (S)</li><li>• equal opportunities issues and the implementation of equal opportunities policy</li><li>• inclusion and how this impacts on children (S)</li><li>• high expectations of pupils' in terms of educational outcomes and their behaviour</li></ul>

<b>Skills and abilities</b>	<p>Candidates will be expected to demonstrate the ability to:</p> <ul style="list-style-type: none"> <li>• be a highly effective class teacher understanding how to bring about exciting and meaningful learning (S)</li> <li>• raise the standards of pupils' attainment and secure progress towards their targets</li> <li>• track progression and organise and implement a range of strategies to ensure a child makes progress (S)</li> <li>• communicate effectively and accurately in a variety of contexts and at the level necessary for the post (S)</li> <li>• deal with children with warmth, care and understanding and yet set clear and appropriate boundaries for behaviour</li> <li>• motivate, work with and relate positively to colleagues and parents</li> <li>• work positively with a wide range of cultural, ethnic and social groups (S)</li> <li>• work effectively as part of a team.</li> <li>• have excellent ICT skills to support the learning of pupils at the primary level.</li> </ul>
<b>Self management / personal qualities</b>	<p>Candidates will be expected to demonstrate that:</p> <ul style="list-style-type: none"> <li>• s/he can maintain a sense of proportion. Plan, organise and prioritise workload</li> <li>• s/he is highly motivated and committed (S)</li> <li>• s/he can use own initiative, set realistic goals, work towards them and monitor progress (S)</li> <li>• s/he has the desire to continue learning for themselves (S)</li> </ul>
<b>Commitments</b>	<ul style="list-style-type: none"> <li>• Understand the importance of Equal Opportunities as a pivotal policy within the school and be able to demonstrate a commitment to this (S)</li> <li>• Understand the importance of promoting and safeguarding the welfare of pupils (S)</li> <li>• Implementing the aims and values of the school</li> <li>• Has a view of education that has as its focus raising achievement within a caring environment (S)</li> <li>• Promoting and managing as appropriate, those policies and initiatives that are part of the school improvement plan</li> </ul>



## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership with 64 schools (Primary, Secondary and Special) throughout England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

## **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

## **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

## Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



## **Google for Education**

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!



## **Staff Benefits**

### Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

### Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

### Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- BHSF – The Group works in partnership with BHSF, to support our health and wellbeing agenda. BHSF provides access to support services and employee benefits



## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you

are appointed, in which case the data you have supplied will form the basis for your individual staff record.