



Recruitment Pack



Prince Albert Community Trust

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Welcome to the Prince Albert Community Trust (PACT)

Dear candidate

Thank you for taking the time to download the application pack and expressing your interest in the NQT vacancies at Prince Albert Community Trust. This is a really exciting opportunity to join the PACT family.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a job description, a person specification, a brief summary about the trust and details of how to apply for this post should you choose to make an application.

You can of course find further information about us:

- on our website at www.pact.bham.sch.uk
- on twitter at http://twitter.com/thePA_CT
- or by contacting us at HR@the-pact.co.uk

We wish you every success with your application and we look forward to meeting you soon.



Sajid Gulzar
CEO



Phillipa Sherlock-Lewis
Deputy CEO



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Welcome from our CEO



I was born, and have grown up in inner city Birmingham. As a child I attended Highfield Junior & Infant School, a large Victorian built primary school in the Saltley area of the city. I was delighted when Highfield joined our family of schools, becoming the third member of the Prince Albert Community Trust (PACT) in 2016. My parents were first generation immigrants from Pakistan and from a very early age instilled in me the value and transformational power of education, a journey that I began at Highfield in 1978 as a four year old who spoke no English.

My background and experiences give me a unique insight into the communities I currently serve as Executive Headteacher and CEO of PACT. We have many children at our ever growing group of PACT schools and I have the same high expectations for all of them. We understand that from time to time some of our children and families experience very challenging circumstances, we are clear in our belief however that there is no excuse for underachievement and that regardless of their situation; all of our students will fulfil their potential. It is this belief that was the genesis of the idea of Prince Albert High School and led to its conception.

PA High is without a doubt the most exciting project I have had the privilege to be involved in. The school is due to open in 2021 next to the Athletes Village of the Birmingham Commonwealth 2022 Games. It will provide the opportunity for us to continue to educate our PACT primary aged children through to 16 and 18 years old. As educators and those responsible for building the foundations for future educational success for our children, we believe that everything that happens in our schools has to be good enough for our own children, if we are to accept it as good enough for the students that we serve. I insist that all staff have to buy into this philosophy. This message has been embraced by staff and as a result: all of the PACT schools provide an excellent quality of education led by a dedicated and talented Senior Leadership Team. I would be proud to send my own children to any of our schools.

I lead a highly committed and talented group of people who go above and beyond on a daily basis in order to ensure that our students get the most out of their primary school education. We value highly and invest heavily in staff development in order that we have the very best people working with our children. PA High will enable us to continue to do this and take the responsibility for preparing our children for adult life.

For many of our students, as it was for me, growing up in inner city Birmingham, this is their one chance to secure a future for themselves and their families. The gravity of our responsibility must never be underestimated.

Sajid Gulzar OBE



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Welcome from our Deputy CEO



I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.

I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Deputy Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children...we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

I am exceptionally excited to be project managing the PA High build. This will enable us to further serve our community and prepare our students for life in modern Britain.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

Phillipa Sherlock-Lewis



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Prince Albert Community Trust

Our Philosophy

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our pupils to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our pupils have the potential to achieve the highest academic standards and to compete with high achieving pupils locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally.

The success of our primary schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our pupils. Our extensive knowledge of our pupils prior to their arrival in year 7 along with the excellent pastoral care at the school will provide the pupils with a safe and supportive environment that will enable them to succeed.



Our Purpose

We are here to:

- Enable every student to succeed at school and in life by developing the whole child through a rich, innovative and inspiring curriculum that lays strong foundations for active citizenship and future study and work
- Be a driving force for social justice in the communities we serve
- Contribute to developing the wider school system by raising standards in schools that join us, by sharing our approach to school improvement and by learning from others

Our Ambition - UNITED WE ARE WORLD CLASS

Through working together we aspire to achieve:

- Exceptional education - for all our students, in all our schools
- Exceptional staff – the best people working with and for our students
- Exceptional infrastructure – systems, processes, policies, resources and buildings that enable excellent education for our students and an excellent environment for our staff to work in
- Sustainability and growth – a resilient, sustainable and nimble organisation with sound financial management and good governance at the heart of delivering excellence

Our Values

Our thinking and behaviour are based on:

Passion - for excellence; being professional and striving to achieve consistently high standards in everything we do

Ambition – wanting the very best for our students, our schools, our families and communities and our staff

Collaboration – working together and in partnerships to achieve our goals. We show respect for and value the skills, experiences, creativity and contributions of others

Trust – being reliable and honest, creating a safe and respectful environment for all to learn and work



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PACT Family of Schools



Prince Albert Primary School

'Every aspect of this school's work is exceptional.' Ofsted 2015

'The success of this school is testament to the visionary and innovative leadership of the executive headteacher and head of school. They have created a formidable team committed to achieving excellence at every opportunity; everyone in school feels part of that team' Ofsted 2015

Prince Albert is our founding school and from here the Prince Albert Community Trust was created by our CEO and Deputy CEO. Prince Albert is an 'Outstanding school'. It's a caring, inclusive and creative school that is committed to raising aspirations with pupils and their families at the heart of everything. The school has attained national recognition, not least through awards such as the Gold Primary Sports Award and the NAACE ICT mark. Prince Albert is a designated centre of excellence for ICT as well as National Support School.

***'A happy child will achieve their full potential, and Prince Albert is all about creating opportunities for every child to succeed. We set high expectations, academically and socially. We want all of our children to go onto secondary school ready to further develop their love of learning and with a solid foundation in the core skills, enabling them to become confident, successful and responsible citizens of the future.'* (M.Davies, Head of School)**



Heathfield Primary School

'The school's work to support pupils' personal development and welfare is outstanding.' Ofsted 2018

Heathfield was the second school to become part of the PACT family in 2015. Named the 'best primary school in Birmingham and graded 'Good' in its most recent inspection having previously been judged RI, with the children at the heart of every decision. Through an engaging curriculum and a dedicated team, children develop high aspirations and have memorable experiences. We strongly believe in ensuring that they receive a well-rounded curriculum where individual talents can be spotted and nurtured.

***'We have high expectations of the children, parents and staff and we only have people at the school who really believe this - people who see teaching as a vocation - because we want to give our children the best possible provision.'* (Sajid Gulzar, Birmingham evening Mail 2019)**



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Highfield Junior and Infant School

'Senior Leaders have high ambitions for the school. Their unyielding determination has meant that they have overseen rapid improvements to the quality of teaching, learning and assessment.' Ofsted 2019

Highfield was the third school to become part of the PACT family in 2016 having been previously graded as an 'inadequate school.' The drive and commitment of the Senior Leadership team ensured rapid improvement and the school was graded as 'Good' in 2019. The Trust are exceptionally proud that the school is led by a Head of School and Deputy Headteacher who started their career as NQTs at Prince Albert Primary School.

Highfield is the largest school within our trust and have been successful in acquiring the 'Early Career Development Quality Mark,' in recognition of the work that they do with NQTs and RQTs. The school has been on an incredible journey from 'inadequate' to 'good' for the first time in its history.

***'We believe that all of our children have the ability to succeed in school and provide experiences and opportunities that enable them to do so in the hope that they prosper throughout life, long after they have left Highfield.'* (A. Knibbs, Head of School)**



Birchfield Primary School

Birchfield was the fourth school to become part of the PACT family in July 2018, having previously been graded inadequate. It's a vibrant and friendly school with a team that are committed to providing our children with a high quality curriculum and education in a caring and nurturing environment. The team have high aspirations for the school, with the core belief that happy children who feel valued will succeed and thrive academically, personally and socially at the forefront. Birchfield has improved immensely since joining the PACT and the staff are proud of the quality of education the schools now delivers.

***'As a team, we have high aspirations for our school and believe that if we all work together, with shared values and hard work, we can achieve great things. I feel very privileged to lead this wonderful school and am fully committed to taking the school from strength to strength.'* (Z. Thewlis. Head of School)**



Sutton Park Primary School

Sutton Park was the fifth and most recent school to become part of the PACT family in December 2019, having been previously graded inadequate. Sutton Park is a two-form entry school and is led by a Head of School, who joined the PACT 5 years ago as a class teacher. Sutton Park has made huge strides since joining the trust as it continues to go from strength to strength.

***'At the beginning of our Sutton Park Primary journey, staff shared their hopes and vision for our school. Their responses showed how dedicated, passionate and invested they are in our school and its future. Three words formed their underpinning values: believe, inspire, achieve.'* (L. Middleton, Head of School)**



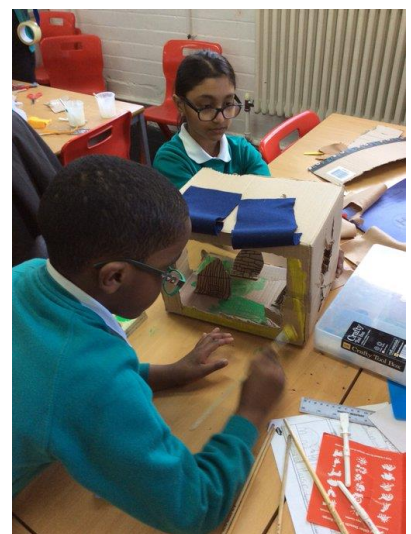
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Prince Albert High School

The co-educational secondary school and sixth form, will open its doors to students and staff in September 2021. The school will form part of Perry Barr's wider redevelopment which includes 400-500 new homes and public open space, which will be part of the legacy development following the Birmingham 2022 Commonwealth Games.

The high school will boast a large sports hall, multi-use games area, activity and drama studio and will welcome 1260 students, predominantly from PACT primary feeder schools.



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Safeguarding Policy

Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

Keeping Children Safe in Education 2016

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit each school's website for their full policy.



Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

Interview Process

After the closing date, short listing will be conducted by a Panel. 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.

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
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

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



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In addition to candidate's 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

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

How Can I Apply?

This is an exciting and very rewarding role and we look forward to receiving your application.

Please send a completed application form to hr@the-pact.co.uk



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The Application Process

Teaching Adverts Open
Friday 14th May 2021



Deadline for Teaching Applications
Friday 21st May at 12 noon

Interviews for Teaching Applications
w/c Monday 24th May 2021



All applications will receive an email confirmation within 48 hours of receipt of application; if you do not receive this please contact the PACT HR team on 0121 752 5252. The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 10 working days of the closing date of this position, unfortunately you have been unsuccessful on this occasion. Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

We reserve the right to withdraw from this recruitment process at any given point.



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