



FIRBECK
ACADEMY

JOB APPLICATION PACK

Early Years Teacher

Salary: MPS

Contract: Maternity cover until 31st August 2025, full-time

Closing Date: Wednesday 17th July 2024 at 9am

Start Date: 1st September 2024





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.

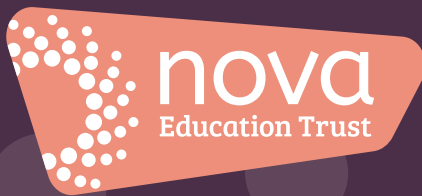
Prime Areas

- 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.

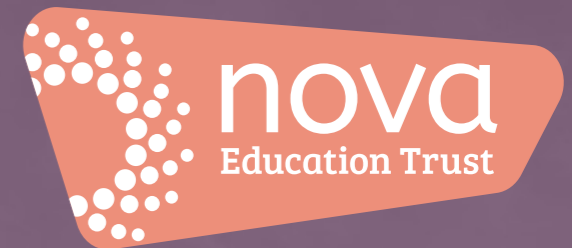
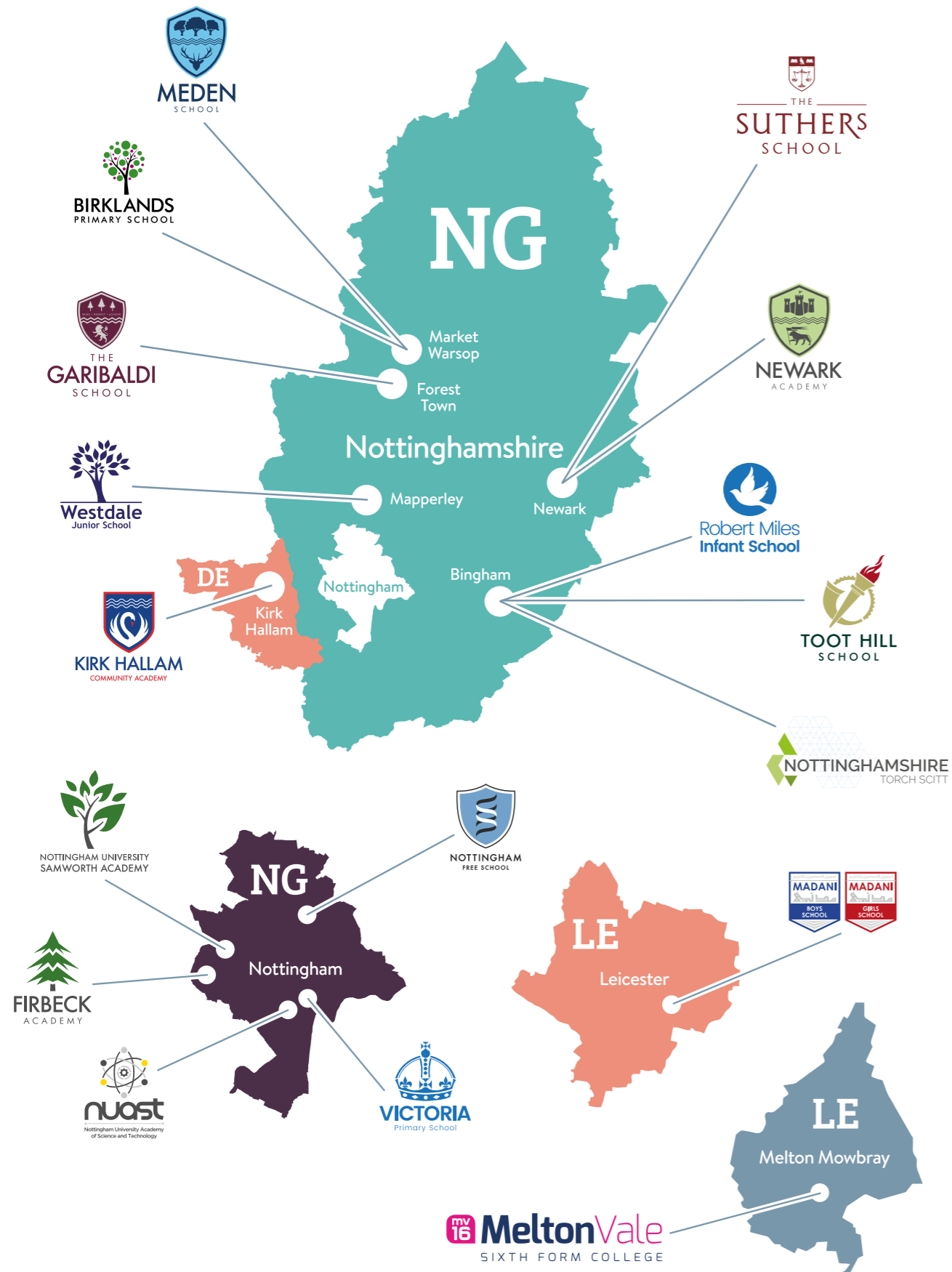
Partnership: By listening to our whole communities, opening conversations and providing opportunities for everyone's voice to be heard.

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.

Job description



Post: Early Years Teacher (Maternity Cover)

Responsible to: Executive Head Teacher

Purpose

To lead, implement and teach excellent practice across the Early Years Foundation Stage ensuring all pupils reach their full potential.

Our Early Years Teacher will be going on maternity leave at the end of September 2024. We are looking for a forward thinking, dynamic innovative early years teacher to cover her maternity leave.

Our children are passionate about learning and extremely curious. Their enthusiasm for learning is always contagious.

At Firbeck we currently have a foundation unit, where our nursery and reception children learn together.

We would love to hear from you if you see yourself as an Early Years Teacher who is:

- understanding of the importance of the foundation stage.
- passionate about making a difference to the lives of children who are at the start of their education journey.
- able to deliver a creative, broad and balanced early years curriculum.
- able to track and celebrate progress and success.
- a confident communicator with colleagues and parent/carers.
- can create the best possible learning environment and deliver stimulating, engaging lessons where their pupils can thrive and learn.
- consistent in their high expectations of all pupils.
- puts communication and language, phonics and early reading at the heart of their curriculum.
- values the importance of having a nurturing and inclusive learning environment.
- able to work effectively within and contribute to a team.
- keen to develop a positive well-being for all their children.
- passionate for improving the life-chances for all children.
- has knowledge of the EYFS curriculum.
- able to embed our 'Work Hard. Be Kind' mantra into their everyday practice.

Key responsibilities

- Teach pupils within the early years unit, enhancing their learning and providing the opportunity for all pupils to achieve.
- Plan, prepare and deliver sequences of learning which are engaging, spark curiosity and conversation and have a high level of challenge for all pupils ensuring consistent high levels of interest during all aspects of their learning within the foundation unit.
- Establish and provide a stimulating, language rich environment, that is inclusive for all pupils.
- Actively lead contribute and engage all members of the EYFS team.
- Monitor the progress of pupils and implement appropriate strategies to address underachievement ensuring progress for all.

- Assess, record and report on the progress and attainment of all pupils.
- Develop and maintain positive relationships with parent/carers, keeping them up-to-date on their child's achievements and progress.
- Deliver information workshops to parent/carers, along with opportunities for them to engage with the Foundation Unit.
- Implement high standards of behaviour, ensuring all of the team model these at all times.
- Review and revise curriculum materials, as appropriate and in-line with the school's mission, vision and values.
- Participate in parents' evenings and other whole school events.
- Participate in regular CPL sessions and personalised continued professional development.
- Participate in research informed practice and professional reading, maintain up-to-date subject knowledge.
- Undertake critical self-evaluation in order to develop yourself as a practitioner and a person.

General

Firbeck Academy and Nova Education Trust offers:

- 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 personalised CPD programme.
- an opportunity to participate in early years and cross-phase network sessions lead by Trust leaders.
- access to Nova Perks.

Person specification



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Honours degree related to Primary Education • Qualified Teacher Status 	<ul style="list-style-type: none"> • Evidence of applying continued professional development
Experience	<ul style="list-style-type: none"> • Teaching experience in EYFS 	
Skills and knowledge	<ul style="list-style-type: none"> • Demonstrates knowledge of the Early Years curriculum and best practice in the Foundation Stage • Plans and delivers purposefully sequenced and structured learning to achieve high engagement and outcomes • Plans effective next steps in learning based on all forms of assessment and adapts learning in the moment • Manages pupil behaviour through strong positive relationships, high expectations and attention to children's needs. • Values parents as significant partners in each child's education and development • Establishes a team approach within the foundation Unit • Experience of working with SEND learners 	<ul style="list-style-type: none"> • Bases planning on the interests and needs of groups of pupils as well as the individual pupil where necessary • Commitment to a collaborative approach to professional development
Personal qualities	<ul style="list-style-type: none"> • Works well as part of the whole school team, with positivity, energy and a sense of humour • Resilient and willing to embrace innovation and creativity • Consistently a positive role model for pupils, colleagues and parent/carers • Commitment to safeguarding pupils 	

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

Visits to our school are welcomed. Please contact the school office on 0115 9155739 to make an appointment.

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 **Wednesday 17th July 2024 at 9am**

Interview

Interviews will take place on **Monday 22nd July 2024**. 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.

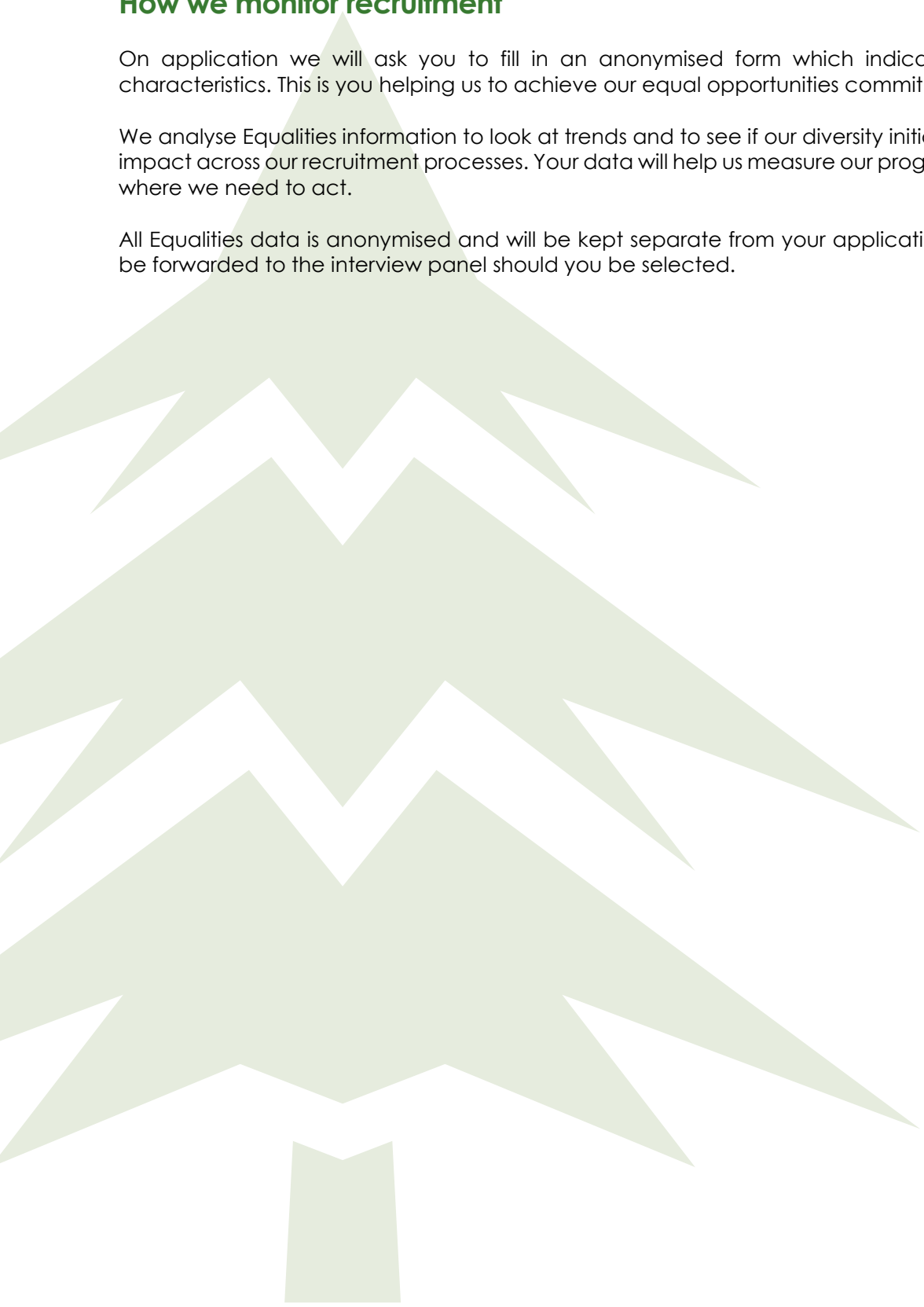
If you would like to discuss any accessibility requirements for the recruitment process or the role, please contact hr@novaeducationtrust.net and we will be happy to discuss.

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



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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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