Olive Academies | PIONEERS IN ALTERNATIVE PROVISION

Thank you for your interest in working with Olive Academies. This job information pack should contain everything you need to know about working with us and the post of KS2/ KS3 Teacher at Olive AP Academy – Suffolk.

You can find further information about our alternative provision academies at http://www.oliveacademies.org.uk/

Our academies always welcome visits from potential applicants. Please get in touch with Helen Everard, Business Manager (helen.everard@oliveacademies.org.uk) T: 01449 613 931 if you would like to arrange a visit or need any further information.

Please email your completed application form, including your personal statement to: helen.everard@oliveacademies.org.uk

Please note we can not accept CVs. We are able to offer flexible working conditions for the right candidate. Full time and part time applications for the post are welcomed.

Closing date for receipt of applications: MONDAY 1ST JULY 2019 (9am)

Interviews to be held at Olive AP Academy – Suffolk in Stowmarket between 4th July and 11th July 2019 (TBC)

If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful on this occasion.

Included in this job pack is:

- a welcome to all applicants from our CEO
- a job description
- a person specification
- a safer recruitment statement
- a candidate privacy statement.

Olive Academies

Dear Candidate,

Thank you for your interest in applying for a job at one of our academies. Olive Academies is a not-for-profit multi-academy trust, approved by the Department for Education. Established in 2013, it is one of the first academy sponsors specialising in alternative provision (AP) in England. We have three academies in Thurrock, Havering and Suffolk.

Our AP academies attract staff who care about removing barriers to learning. From teachers, trustees and senior leaders to administrators and support staff, everyone has a role to play in the success of individual academies and the OA network as a whole. Our staff have the opportunity to make a real difference to the lives of vulnerable children and young people.

At Olive Academies we want to ensure that young people can reach their potential in a supportive, inclusive and nurturing environment. This is reflected in our values:



- Conviction – everyone has the capacity to reach their potential
- Determination – not giving up on those who have not experienced success in their lives
- Ambition – all challenges can be overcome and education is an important lifeline journey
- Reflection – learning from experiences and developing a capacity to improve further

Olive Academies provides all staff with access to a wide range of CPD and training opportunities. We value our staff as professionals and collaborative work is the key to our success - we want our staff to support each other, to share best practice, to work alongside local schools and agencies, to engage the local community and support families.

Olive Academies is committed to safeguarding and promoting the welfare of children and we expect all our staff to share this commitment.

If you are someone who thrives on challenges and believes in the potential of all young people, then we look forward to receiving your application.



Mark Vickers, CEO

Job title:	**KS2/KS3 Teacher**
Salary:	**MPS/UPS**
Hours:	**Full time or part-time**
Contract:	**Permanent**
Start date:	**NEGOTIABLE**
Location:	**Olive AP Academy – Suffolk, Stowmarket**
Reports to:	**Deputy Headteacher**





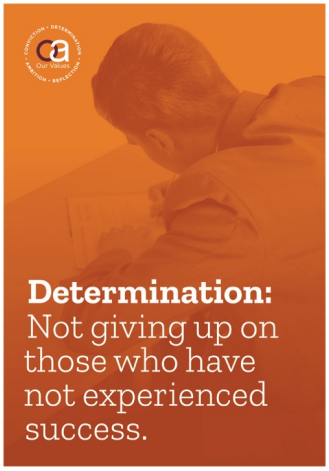

Olive AP Academy – Suffolk is based in Stowmarket. Our alternative provision academy supports pupils aged between 7 and 16. The academy offers students an inspiring curriculum with high quality newly refurbished classrooms, a sports hall, art and design technology room, science laboratory, construction room, motor mechanics workshops, orchard and garden.

The academy has up to 92 pupils on roll at any time and offers support to pupils in Key Stages 2-4 with complex or medical needs and those who have been permanently excluded from school.

Olive AP Academy – Suffolk
Chilton Way
Stowmarket
IP14 1SZ

T: 01449 613931 W: apsuffolk.oliveacademies.org.uk

Job Description: KS2/ KS3 Teacher



We are seeking a teacher who is passionate about supporting children and young people who have often found school a challenge. A teacher who shares our determination to improve our students' life chances and give them learning opportunities which stimulate and excite.

A teacher who can:

- **demonstrate the highest quality of teaching, learning and assessment**
- **inspire our students and share a passion for learning**

Our ideal candidate would be **an experienced primary or secondary teacher** who wants to develop their practice – engaging both KS2 and KS3 children in more dynamic learning. We are looking for a teacher who can develop and deliver our literacy and numeracy focused curriculum to small groups of KS2 and KS3 students.

- **Plan and teach interactive, exciting lessons** which engage our KS3 pupils - including those facing barriers to learning and those with social emotional, mental and health needs.
- Have an up to date knowledge of KS2 and/or a KS3 curriculum and a desire to teach in an innovative, creative and exciting way which engages reluctant learners.
- Work closely with your colleagues to produce high quality learning resources and plan expeditionary learning activities.
- Link your lessons to the world of work, British Values, and SMSC where appropriate.
- Use data about each student to inform your classroom practice and planning. Assess and give students feedback regularly in conjunction with the OA marking and feedback policy.
- **Set high expectations** and maintain a positive and safe learning environment. Use the 'Dare to be Olive' approach to ensure that high expectations for behaviour are maintained.
- Facilitate good student progress and positive outcomes - inspire, motivate and challenge pupils.
- Direct the work of other staff in the classroom to maximise their impact on learning.
- Act on child protection concerns immediately; read, understand and implement OA's safeguarding policy and procedures, and Keeping Children Safe in Education.
- **Be a role model** to our students, showing leadership, resilience, and empathy. Coach a group of students, mentoring them through their time at the academy.
- Fulfil wider professional responsibilities.
- Work with parents, carers, local schools and outside agencies to ensure each student's needs are best met.
- Support the trust's values and ethos by contributing to the development and implementation of policies, practices and procedures. Work closely with our headteacher, our staff, parents/ carers and our students to deliver our strategic vision and help make our ambitious plans for the academy a reality.

Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the headteacher to carry out appropriate duties within the context of the job, skills and grade.

This is an opportunity for an experienced teacher to join our multi-academy trust which specialises in alternative provision. We believe that working with excluded children and young people is **immensely rewarding.** We can offer a place of work where staff and colleagues share **a determination to improve the outcomes for excluded and vulnerable children.**

At Olive Academies we can offer you…

- a close and supportive team in a working environment where your wellbeing is a priority
- high quality CPD, strong links to mainstream schools and opportunities for career progression
- an organisation which is values driven and has children at the centre of everything we do
- the freedom to be innovative without the constraints of a mainstream curriculum.





Person Specification: Teacher

Measurements: A=Application, I= Interview, R=Reference, T=Task

Training and Qualifications	**Measurement**	
First degree or equivalent	A	Essential
DfE recognised qualified teacher status/Qualified Teacher Learning and Skills	A	Essential
Evidence of CPD which enhances classroom practice	A	Desirable
Experience		
Evidence of recent successful classroom practice	A	Essential
Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice. Lessons are consistently judged to be good or better	A,I	Essential
Effective and systematic behaviour management – experience of using de-escalation techniques in a school setting; experience of maintaining clear boundaries and using sanctions, praise and rewards	A,I	Essential
Experience of using assessment data to ensure effective student progress, raise standards and achieve outstanding pupil outcomes	A,I,T	Essential
Experience of supporting all aspects of inclusion to successfully meet the needs of pupils with complex special educational, social and emotional needs	A,I	Essential

Experience of working collaboratively with others	A,I	Essential
Knowledge	**Measurement**	
Detailed knowledge of the KS2 and/or a KS3 curriculum	A,I	Essential
A solid understanding of a range of teaching and learning strategies and a good understanding of current pedagogical thinking	A,I	Essential
An understanding of a range of special needs, especially SEMH, ASD, ADHD and SpLD	A,T,I	Desirable
Up-to-date knowledge of specialised curriculum for children with SEMH	A,T,I	Desirable
An understanding of disadvantage and working in challenging environments	A,T,I	Essential
Skills and Abilities	**Measurement**	
Strong analytical, strategic, interpersonal and thinking skills	A,T,I	Essential
Ability to teach KS2 and KS3 – across subject, age and ability range	A,I,T	Essential
An understanding of expeditionary learning	A,I	Desirable
A track record of being an excellent classroom teacher with the ability to model best teaching and learning practice across the academy.	A,I,R	Desirable
Excellent interpersonal and communication skills, and the ability to form strong relationships with all stakeholder groups (pupils, parents/ carers, colleagues, external agencies, wider community etc.)	A,I,T,R	Essential
Ability to reflect and self-evaluate	A, I,R	Essential
Personal Aptitudes	**Measurement**	
Personal and professional resilience in the face of challenging situations	A,I,R	Essential
Self-motivated, productive, diligent and thorough	A,I,R	Essential
Commitment to an open, collaborative style of management	I	Essential
Concern for the development of colleagues and members of the wider school community	I	Essential
Commitment to your personal and professional development and that of all staff	A,I	Essential
Convinced of the transformative nature of excellent education	A,T,I	Essential
Empathy with the needs of children	A,T,I	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
A personal commitment to promoting inclusion, diversity and access	A,I	Essential
A commitment to the vision, values, aims and objectives of the Olive Academies MAT.	A,I	Essential

Olive Academies' safer recruitment and selection statement

Olive Academies is committed to safeguarding and promoting the welfare of children and young people in our academies:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development of children and young people
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

Please read our Child Protection and Safeguarding Policy here: https://www.oliveacademies.org.uk/wp-content/uploads/2019/03/OA-Safeguarding-policy-generic-Jan-19.pdf

We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

Shortlisting
Only those candidates meeting the right criteria will be taken forward from application.

Pre-employment vetting
As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure. Successful applicants will be required to undergo the checks outlined below.

Disclosure
OA requires all employees to undertake an enhanced DBS check before they start. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory. Please ask to see a copy of our DBS procedures for further information.

You are required, before appointment to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment. This will depend upon the nature of the offence(s) and when they occurred.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications
If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a professional body
If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. OA will verify registration/membership with the relevant professional body.

References
Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people.

If you have not previously worked with children and/or young people we may ask for a character reference using an OA reference form from someone who can confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g. a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, OA will seek references from educational establishments for those applicants with no previous employment history. Under no circumstances will open references or testimonials (i.e. addressed "to whom it may concern") be accepted.

References from previous and current employers will be taken up for shortlisted candidates, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment. Where necessary, employers may be contacted to gather further information.

Eligibility to work in the UK
OA has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical assessment
All offers of appointment will be subject to the satisfactory outcome of medical checks where appropriate.

We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

Probation
All new staff will be subject to a probation period of three or six months (dependent on post), which may, in certain circumstances, be extended. 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 trust will the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with students.

A commitment to encourage diversity
OA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to the principles of equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Olive Academies' candidate privacy statement

Data controller: Olive Academies, 95 Ditchling Road, Brighton, BN1 4ST

Data protection officer: Adam Tedesco, Olive Academies

As part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

What information do we collect?
We collect a range of information about you. This includes:
- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

We collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do we process personal data?
We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent to this at any time.

Who has access to data?
We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the academy staff who carry out HR activities, central staff and interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

In order to meet our duties under Keeping Children Safe in Education, we are required to obtain references from your former employers as part of the interview process. We will not share your data with third parties for this purpose without your consent.

The organisation will share data with third parties with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks. We will not transfer your data to countries outside the European Economic Area or any company that is not included in the EU-US Privacy Shield.

How do we protect data?
We take security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For more information, please refer to the OA Data Protection Policy.

Where we engage third parties to process personal data on our behalf, we do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long we keep your personal information?
If your application for employment is unsuccessful, we will hold your data on file for up to 6 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a separate Privacy Statement (supplied with your contract).

Your rights
You have the right to:
- ask for access to your personal information; this is called a 'subject access request'
- ask for rectification of the information we hold about you

- ask for the erasure of information about you
- ask for our processing of your personal information to be restricted
- data portability
- object to us processing your information.

If you make a subject access request, and if we do hold information about you, we will:
- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you want to use your rights, please contact: Adam Tedesco, Olive Academies

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer. If you are not happy with the outcome, you may raise a complaint with the Information Commissioner's Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

June 2018