



INFORMATION FOR PROSEPECTIVE STAFF





Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which are at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and looked after in your journey. We look forward to receiving your application.

Yours Faithfully

Mrs. Elen Roberts

Interim CEO: SEARCH Education Trust



ABOUT US

We opened as a new school in September 2010 in state-of-the-art facilities. We are an oversubscribed and a first-choice school for parents and students in the local community.

Our intake is diverse and is a reflection of the community that we serve. Our aspirations for this community are high and we want our students to have access to the very best education.

Heartlands is a successful, well run school, with a warm supportive workforce, staff are friendly and collaborative, proud to work here and enjoy coming to school each day.

Staff hold leadership in high regard and believe the school is well-led. Our staff are our greatest asset and we work hard to ensure they are valued and developed to the highest of levels.

HOW WE TEACH

We ask teachers to use these strategies consistently to ensure good classroom order, with every mind engaged so that all students are supported and challenged to make progress and be successful. Our strategies are based on educational research. How We Teach at Heartlands is a set of approaches which we know work, they are there for teachers to use to create consistency and empower learners to succeed.

How to Teach at Heartlands is used by our Incremental Coaches to identify action steps. Underpinning all our teaching is an unconditional positive regard for our students. We believe in our students as young people who can achieve and be successful. This comes out through our school SEARCH value. For example we talk about further education, university and the world of work with students so they know we have high expectations of them. We also talk about the responsibilities they have as citizens in the future. As teachers and support staff we model the behaviours we expect from them. We are kind, we listen and we are emotionally consistent.





OUR CURRICULUM

We have a strong, representative, innovative curriculum. Considered annually and fully reviewed regularly.

Curriculum Intent

- To ensure that all students are equipped with the knowledge and skills to achieve academically across a broad range of subjects
- To ensure that all students are supported and challenged to make excellent progress across a broad range of subjects
- To ensure that the curriculum prepares students for the next stage of their education and future employment

- To ensure excellent Spiritual, Moral, Social and Cultural Education is delivered through a high quality pastoral curriculum

We set out to achieve our core objectives through designing a curriculum with:

- a strong core curriculum that maximises progress in literacy and numeracy
- a range of learning pathways which offer optimum support and challenge
- inspiring, varied and creative learning experiences

ETHOS AND BEHAVIOUR

Heartlands has a strong and powerful ethos focused on ensuring all students and staff meet their full potential. We want our students to develop a commitment to learning through outstanding learning, outstanding partnerships and an outstanding ethos.

We expect our students to achieve higher than the national average results and we support

them in getting there. We believe a strong ethos and good student behaviour is the key to good progress, and instils in students the will to succeed. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values are non-negotiable and drive all we do and are core to our success.

Visitors to the school regularly comment on the calm and purposeful atmosphere in lessons and at break and lunch time; something we pride ourselves on. We have the highest of expectations and this is upheld by all staff.



WHY WORK HERE?

We have a brilliant team of teachers and support staff and have the pleasure of working with the fantastic young people of Haringey.

In addition, the academy offers all its staff a range of benefits including the following:

Appraisal

The opportunity to achieve enhanced increments for outstanding achievement and progress in lessons. We do not grade lessons, rather look holistically at a range of evidence to appraise staff.

Employee Assistance programme (EAP)

Offers free confidential information, support, counselling and advice – 24 hours a day.

Cycle to Work scheme

Loan a bike and safety equipment as a tax- free benefit – saving on tax and NI.

Techscheme

This lets you get the latest home and tech equipment through the employer. You spread the cost with up to 12 payments from your salary across 12 months and make national insurance savings too.

Lifestyles Savings Discounts

Staff have access to a range of exclusive discounts and savings on every day and lifestyle spending.

Season ticket loan

Employees are entitled to apply for an annual, interest-free season ticket loan for travel.

Health and Wellbeing Weeks

Access to a range of benefits including free flu jabs, exercise classes and special events during the week.

Private Health CashPlan

We offer the Level one Bupa Cash plan to all employees where you can claim money back on many common health expenses, including dental, optical, prescription charges and therapy treatments.

Employer Pension Contribution

Teachers' Pension Scheme (Teachers) and Local Government Pension Scheme (Support Staff)

Car and Cycle Parking

The Trust schools offer access to Car parking and Cycle parking on our school sites.

GP Helpline

SEARCH Education Trust gives you access to a 24 hour GP Helpline.

Generous holiday allowance

30 days' annual leave + two statutory days entitlement for staff who work all year round (52 weeks).

Flexible working options

We ensure that every job we recruit to is advertised as being open to flexibility unless there's a good business reason why it can't be.

Family friendly policies

Maternity, Paternity, Adoption and Shared Parental Leave and Parental Leave and pay and other family related matters that ensure appropriate support is in place for staff in a range of 'family' situations.

A comprehensive training and development offer

PROFESSIONAL LEARNING MENU

LEARNING SUPPORT & STUDENT SUPPORT	CUSTOMER FACING AND ADMIN	BEHAVIOUR SUPPORT TEAM
What's on offer? <ul style="list-style-type: none"> Fortnightly team meeting including training on effective classroom support; How to write an Annual Review; Communicating with parents; Supporting mental health. SEND specific training throughout the year on topics such as ASD; Dyslexia; speech and language; ADHD. 	What's on offer? <ul style="list-style-type: none"> Google suite training Handling difficult conversations Values for success for support staff Career development support 	What's on offer? <ul style="list-style-type: none"> Values for success training External training Mentoring training R&R training Tracking and monitoring behaviour Bromcom training
When / How <ul style="list-style-type: none"> Fortnightly team meeting Induction for all new staff Half termly line management meetings 	When / How <ul style="list-style-type: none"> Optional workshops Discussion through line management Apply through schoolip 	When / How <ul style="list-style-type: none"> Training on Professional Learning Days Discussion through line management
COVER SUPERVISORS	TECHNICIANS	ALL SUPPORT STAFF
What's on offer? <ul style="list-style-type: none"> Setting standards in the cover Cover Supervisor Induction programme Values for success for support staff Safeguarding training Teaching every child: SEND workshops 	What's on offer? <ul style="list-style-type: none"> Weekly training programme in school COSHH DATA H&S MACHine Training (3D printer etc) Food and Hygiene 	What's on offer? <ul style="list-style-type: none"> Safeguarding Equality training Google training Values for success Risk assessment Manual handling Risk Assessment Fire Awareness in the workplace School visits
When / How <ul style="list-style-type: none"> Induction for all new staff After school sessions Discussion through line management Optional workshops 	When / How <ul style="list-style-type: none"> Apply through schoolip Discussion through line management 	When / How <ul style="list-style-type: none"> Online training Drop ins Recorded online sessions

BEGINNING TEACHERS	EARLY CAREER TEACHERS	RECENTLY QUALIFIED TEACHERS
What's on offer? <ul style="list-style-type: none"> Weekly Professional Studies' training programme in school Observations and feedback. Weekly mentor meetings Teach First placements Schools Direct Contrasting school experiences Teach First School Centred learning programme Subject knowledge enhancement 	What's on offer? <ul style="list-style-type: none"> Early career framework programme supported by Haringey Education Partnership and UCL Early career framework programme developing NQTs and mentors 	What's on offer? <ul style="list-style-type: none"> Incremental coaching External training Teaching team research project
When / How <ul style="list-style-type: none"> Weekly sessions Mentor meetings Online training 	When / How <ul style="list-style-type: none"> Weekly sessions Mentor meetings Online training sessions 	When / How <ul style="list-style-type: none"> Fortnightly coaching Apply for external training through schoolip Teaching team attendance

WIDER LEADERSHIP	SENIOR LEADERSHIP	ALL TEACHING STAFF
What's on offer? <ul style="list-style-type: none"> Faculty and Subject leadership programme Incremental coaching NPQs Examiner training Safer recruitment 'Rise' - Supporting Black Leaders in career Application process 	What's on offer? <ul style="list-style-type: none"> Challenge Partners Reviewer training & reviews NPQSL NPQH Getting Ahead London 'Rise' - Supporting Black Leaders in career Application process 	What's on offer? <ul style="list-style-type: none"> Safeguarding training Equality training Incremental coaching Examiner training Subject specific training Collaborative planning Examiner training Teaching team External CPD Literacy leads EAL support Teaching every child: SEND workshops
When / How <ul style="list-style-type: none"> Subject leadership programme runs over 6 sessions over 2 terms NPQs application process completed by May 	When / How <ul style="list-style-type: none"> Following a discussion as part of your performance management or line management 	When / How <ul style="list-style-type: none"> Six professional learning days Curriculum meetings Timetabled slots External courses discussed with line manager and applied for on School IP



APPLICATION PROCESS

Filling in the application

It is essential that a fully completed application form is submitted using our online service. SEARCH Education Trust will not accept CVs. It is recommended that you retain a copy of your application form, so you can refer to it if you are invited for an interview.

The main sections of the application form ask for various information relating to your work, educational and personal history. This information allows your application to be fully assessed against the criteria/competencies required for the job role. When completing the application, you should provide your entire work history, including a description of any gaps in employment. In addition, outline your skills, qualifications and any notable awards in your personal statement. You can use skills you have gained from unpaid, community and voluntary work, leisure interests and your home life, as well as those from past and recent employment. These can be selective, and you only need to provide those you consider relevant to the job

you are applying for. Application forms should be submitted with a letter of application (no more than two pages) which addresses the person specification explaining why you are applying for this post and how your experience, skills, training and personal qualities match the requirements of the role as set out in the job description and person specification.

Safeguarding and Child Protection

SEARCH Education Trust is committed to safeguarding and promoting the welfare of children and young people, and applicants for vacant posts are expected to share this commitment.

If you are offered a job, the offer will be conditional on satisfactory pre-employment checks. These will include: Identity checks, Two satisfactory references from your most recent employers Right to work in UK, Prohibition checks), Qualifications check, details of any Capability procedures in the previous two years, Pre-employment health check and Barred List check. Failure to meet these requirements will result in any offer of employment being withdrawn.

Overseas DBS Checks

If you have lived or worked outside of the UK for more than three months since the age of 16 the Trust may require additional information to comply with 'safer recruitment' requirements.

Online Searches

As part of the Keeping Children Safe in Education guidelines, an online search will be conducted as part of our due diligence on all shortlisted candidates.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.

Criminal Record and Disclosure and Barring Service

The post holder will be exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Any failure to disclose such information could result in summary dismissal.

Current convictions and criminal offences should be declared on the application. You will be required to declare all past convictions, including spent ones.

You will be required to bring a written disclosure statement in a sealed envelope to interview.

If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

Childcare Disqualifications Regulations

We will use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Referees

Please provide details of two referees, one of whom should be your present/most recent employer. References will not be accepted from relatives or friends. References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

Declaration of Relationships

SEARCH Education Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly.

Applicants with a disability If you are an applicant with a disability, please tell us in your

application. If a disabled applicant meets all the essential criteria of the person specification, the applicant will be short listed for an interview.

Telling us in advance means that we can make any reasonable adjustments at the interview.

Equal Opportunities

The Trust is an Equal Opportunities Employer. We welcome applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation protected under the Equality Act 2010. To help monitor the effectiveness of our recruitment practices and assess the success of different media in attracting applications, please complete the equal opportunities section provided on the website. This information will be used for statistical purposes only.

Language requirement

Some roles are covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent English will be an essential requirement.

Please note, providing false information is an offence and could result in your application being rejected or summary dismissal if selected, as well as possible referral to the police.

Enquiries

For any enquiries relating to the job role, please email HR@searcheducationtrust.com