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CHARITABLE
TRUST

Landau Forte Charitable Trust RECRUITMENT HANDBOOK



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01 Welcome

Dear applicant,

Thank you for considering a career with Landau Forte Charitable Trust.

We are passionate about supporting our young people, giving them the best possible start in life. We strive to provide students with the skills they need for their next stage of life, from academic achievements to social, cultural and emotional skills.

In order to help our students achieve successful futures, we need enthusiastic, passionate, diverse and dedicated people who can help make a positive difference, both in their field of work and across the whole Trust.

We offer a friendly and supportive environment which enables all our employees in every department to feel valued and understand their role in developing our students. We are equally committed to developing our employees' skills and offer development opportunities for all our staff, as well as progression opportunities within the Trust.

We look forward to receiving your application!

Sarah Findlay-Cobb
CEO - Landau Forte Charitable Trust

02 About Our Academies

Landau Forte Charitable Trust is a Multi Academy Trust (MAT) established in 1989 and now comprises 6 academies with 4000 students across Tamworth and Derby ranging from ages 4 to 19.

Whilst all of our academies have their own specialisms, they are all focussed on providing exceptional levels of learning, teaching, attainment and achievement. Likewise, they are all involved in student care, and serving the wider community.



Landau Forte Academy Moorhead

Brackens Lane
Alvaston
Derby
DE24 0AN
01332 571162
lfadm.org.uk



Landau Forte College Derby

Fox Street
Derby
DE1 2LF
01332 204040
landau-forte.org.uk



Landau Forte Academy Amington

Woodland Road
Amington
Tamworth
B77 4FF
01827 301800
lfata.org.uk



Landau Forte Academy Tamworth Sixth Form

Ashby Road
Tamworth
B79 8AA
01827 301820
lfatsf.org.uk



Landau Forte Academy QEMS

Ashby Road
Tamworth
B79 8AH
01827 62241
lfatq.org.uk



Landau Forte Academy Greenacres

Levett Road
Amington
Tamworth
B77 4AB
01827 300490
lfatg.org.uk



03 Why Work For Us

We are an equal opportunities employer and provide a supportive, cohesive and exciting working environment.

We can offer you:

- Excellent resources, the opportunity for professional growth and development
- Career prospects within an innovative and ambitious Multi Academy Trust
- A meal allowance, commensurate with your working hours
- Membership of the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS)
- Healthcare Cash Plan, from Westfield Health
- Free onsite parking
- Free gym access at certain sites
- 28 days' annual leave for permanent staff (pro-rated in line with working hours)
- Tech scheme
- Cycle to Work scheme

"We are extremely fortunate to work with such unique, tolerant, empathetic students" Curriculum Leader for Humanities, LFCD.

"I joined Landau Forte Academy Moorhead as an overseas-trained class teacher in 2019, and have found the school environment to be nurturing and energising, both as a member of a great team, as well as for the children. A great deal of time and care is spent ensuring that the children receive the best possible pastoral care and teaching, and I feel equally prioritised and looked after as a professional. I hope to spend many years in my position at Moorhead, and look forward to being a part of the school's growth and success." Class Teacher, LFAM.

"I am enjoying working with Landau Forte Academy Moorhead, supportive colleagues and a friendly working environment." Catering Manager, LFAM.

"I joined Landau Forte Academy Amington in January 2015, and it's the best move I've made in my professional career. It's refreshing to work with a team where everyone is on the same page and in pursuit of a common goal – improving the lives and futures of our students." PA to the Leadership Team, LFAA.

"I enjoy working within Landau Forte Academy Trust as all the staff work together as a Team and it is such a lovely atmosphere to work in. The environment is positive and welcoming for everyone and it is a pleasure to come to work every day." Administration Assistant, LFAQTSF.

"Fantastic place to work with a professional attitude and lots of hard working staff within the establishment. The students are given a great place to learn with a great learning environment. There is a busy and purposeful work culture. Warm staff briefings, very inclusive and celebrate staff achievements. Teachers have a good rapport with learners and everyone is polite. I look forward to going to work every day." Curriculum Leader for Sociology, LFAQTSF



04 Health and Well-being

Landau Forte Charitable Trust is committed to safeguarding all of its employees and enhancing their health and well-being. The Trust recognises that physical and mental health are equally important and it is taking active steps to support its employees in these areas.

It is the Trust's policy to:

- Promote health and well-being through our policies
- Provide support services to those who need them
- Understand current concerns negatively impacting on health and well-being
- Implement measures to tackle these and prevent issues before they occur
- Create a culture where health and well-being is talked about openly
- Ensure the workplace is free from discrimination and bias in order that those needing to seek support are able to
- Monitor and review indicators of stress and unhealthy practices
- Support line managers to recognise and support the employees that report to them
- Provide those managers with the support they may need in dealing with these concerns
- Increase awareness throughout the Trust of the importance of all aspects of physical and mental health.





05 Application Guidance

- All our vacancies are listed on our website at lfct.org.uk/careers
- Complete the application form in full and provide a cover letter or supporting statement as requested
- Ensure supporting statements are no longer than 2 sides of A4
- Ensure your application is honest and accurate
- We will only accept applications with completed forms, CV's may be submitted additionally
- You may arrange a site visit, please contact our academies directly to arrange this
- If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful on this occasion but we would encourage you to apply again for any future posts
- All appointments made are subject to satisfactory references and a criminal background check
- Landau Forte Charitable Trust is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post

06 Terms and Conditions of Employment

Probation

Most employees will be subject to a 6 month probation period in line with their contract. Employees will be informed in writing if they have successfully completed their probationary period.

Place of work

In most cases you will be assigned a main academy however, you may be required at times to work at other academies within the Trust as may reasonably be determined.

Salary

Your salary will be set out in your offer letter and contract and will be payable monthly in arrears no later than the last day of each month. Salaries are reviewed annually by the Trust and may be increased from time to time in line with your contract and terms of employment.

Hours of work

All permanent members of staff will have set hours to be agreed with the Line Manager either yearly, monthly or weekly depending on the role. Some staff may be required to work some additional training days and this will be set out in your contract of employment.

Staff Handbook

The staff handbook, available on the staff intranet as well as provided to you when you start, sets out all policies and procedures.



Landau Forte Charitable Trust

Fox Street - Derby - DE1 2LF

recruitment@lfct.org.uk

lfct.org.uk

If you have any further queries with your application or recruitment at LFCT please email us.
Also visit the LFCT website or the academies websites, as listed on item '02' of this document, for term dates and other supporting information.