



The Bramble Academy

Primary Teacher

Full Time

(MPS/UPS £23,720 - £39,406)

Required Immediately

Job Application Pack

the
evolvetrust
Ambitious Futures

AMBITION | INTEGRITY | INCLUSIVITY | ENDEAVOUR | RESILIENCE

Introduction to The Evolve Trust



**Claire-Marie Cuthbert,
CEO of The Evolve Trust**



Welcome to The Evolve Trust and to our Academies. We are proud to be a values-driven organisation with an unwavering commitment to “open minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.

The Trust is passionate about quality education; all of our schools have one simple mission – to give our children the very best education possible and the very best start in life. We place our pupils and students at the heart of everything we do. Our Trust is unique with the combination of mainstream and special schools, enabling staff to benefit greatly from collaborative learning as well as the latest pedagogical research ensuring that the children and students in our care receive a first class education.

We are committed to providing exceptional learning opportunities for all our staff. A truly unique place to enhance your professional learning and development. We offer highly individualised and award winning professional development which is available to all staff and include bespoke, accredited training, personal coaching, mentoring as well as exceptional shadowing and deployment opportunities across the trust.

The Evolve Trust is innovative and is at the forefront of educational thinking within a vibrant and inclusive family of academies. We are passionate about improving children’s life chances and this is reflected in our core values of Ambition, Integrity, Inclusivity, Resilience and Endeavour.

The Trust are committed to the personal and professional wellbeing of all our staff and as such are a working partner of Schools Advisory Service which provides staff with fantastic wellbeing and health related benefits.

It is often said that each child gets one chance of education and here at Evolve we ensure that our children are given every possible opportunity to “believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life”.



INTEGRITY



RESILIENCE



AMBITION



ENDEAVOUR



INCLUSIVITY



Letter from the Headteacher

Dear Candidate,

Welcome to the Bramble Academy. I am exceptionally proud to be the Executive Headteacher of The Bramble Academy in what is an exciting stage in the Academy's development. At Evolve, we believe that an outstanding education develops our students academically, socially and morally, giving them the knowledge and skills to be successful during this and the next stage of the education and development.

We also feel it is important for our young people to develop and progress outside of the classroom and we offer a wide range of enrichment and extra-curricular opportunities to harness our pupil's potential. We are ambitious about all that we do and focus our work on improving the academic attainment of all our students. The Bramble Academy is fortunate to have good facilities, supportive and skilled staff, motivated students and supportive parents and I look forward immensely in developing this partnership with you further this year.

We are proud to be supported by the Evolve Trust and we believe that this partnership gives us the opportunity to continue our improvements and for the school to be recognised both locally and nationally as a truly 'good' and then 'outstanding' school over time.

We demand excellence and we are on a journey to this, but the foundations are fundamentally linked to our core values and how we behave in all aspects of school life. Our values and associated behaviours are:

AMBITION: Striving for the highest personal achievement

INTEGRITY: The moral courage to be sincere, reliable and trustworthy at all times

INCLUSIVITY: Together we create a stronger community

ENDEAVOUR: The best preparation for tomorrow is doing the best today

RESILIENCE: Take on challenges, learn and thrive

We believe that primary education represents a major stage in the life of each young person and so we aim to work together with parents, carers, agencies and the local community to support our young people; enabling them to develop and grow within this community and in building together a real sense of identity within The Bramble Academy and the Mansfield Woodhouse area.

We recognise the equal value of each individual young person and we aim to provide the best possible opportunities for your child.

A handwritten signature in black ink, appearing to read 'Michael Lucas', with a horizontal line underneath.

Michael Lucas
Executive Headteacher



Primary School Class Teacher

Full Time

(MPS/UPS - £23,720 - £39,406)

Required Immediately

The Bramble Academy is a community primary school with the capacity to have up to 230 children, including our nursery, on roll. From gardeners to writers, explorers to sports people (sometimes all in the same day!) our children make this school a happy place to be. We believe in opening minds, creating opportunities for all to believe in themselves, achieve their potential and develop the skills needed to succeed and enjoy life.

We are seeking to appoint a Teacher. The successful candidate will join a dedicated team seeking to improve the outcomes and lives of all children in the community we serve.

We are looking for someone who:

- Has skills and experience to secure rapid improvement in children's learning and progress.
- Shares the drive and determination to make a real difference in the life chances of all our children.
- Has the patience and empathy for children who may sometimes struggle with their learning along with the high expectations to ensure they succeed.

We can offer you:

- Wonderful children!
- A leadership team who are committed to excellence and innovation.
- Friendly and welcoming staff.
- The right resources and support to develop our children.

Visits to the Academy are warmly welcomed and encouraged. Please arrange appointments through the School Office Manager, Joanna Vallance on 01623 635 928.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS.

If you feel this may be the career opportunity you are looking for please contact our HR Department for an application pack, email jobs@evolvetrust.org or download via our website www.evolvetrust.org/work-with-us/vacancies



**The Evolve Trust, c/o The Beech Academy, Fairholme Drive, Mansfield,
Nottinghamshire, NG19 6DX**

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to jobs@evolvetrust.org. Applications can also be submitted by post, for the attention of the HR Department, to the following address:

**The Bramble Academy
Oxclose Lane
Mansfield Woodhouse,
Mansfield,
Nottinghamshire,
NG19 8DF**

Application forms

These can be downloaded from the Trust website www.evolvetrust.org. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 9.00am on 13th December 2019.

Interview

Interviews will be held w/c 16th December 2019.

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

Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.





Job Description

Post Title:	Class Teacher
Reporting to:	Deputy Headteacher
Working time:	195 days per year – full time
Salary Grade:	MPS/UPS
Disclosure Level:	Enhanced

Purpose:

- To carry out the professional duties of a school teacher as circumstances may reasonably require as provided for under the relevant sections of the School Teachers' Pay and Conditions Document.
- To teach pupils within either Early Years or Key Stage One/Two in accordance with the professional duties of a teacher.
- To take an equitable share of whole school curriculum care and management responsibilities.
- To carry out your duties in line with the key tasks and management procedures of the school.

Duties – General:

- To work in accordance with the school's statement of aims and values and implement strategies within policies adopted by governing body.
- To help to raise achievement and aspirations of the pupils by providing challenge, opportunity and recognising and celebrating successes.
- To liaise effectively with parents, external agencies and Trustees/Scrutiny Board Members.
- To carry out the general and specific professional duties as set out in the current 'school teachers' pay and conditions document' and teachers standards.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To undertake supervision duties.

Duties – Specific:

The following roles and responsibilities are not exhaustive but give an outline of the tasks the post holder is responsible for. They do not necessarily carry out all the tasks themselves, but they ensure that the tasks are being completed

- To carry out planning, teaching and class management.
- To teach allocated pupils through appropriate planning to achieve progression of learning by:
 - identifying clear teaching objectives and specifying how they will be taught and assessed

- setting tasks which challenge pupils and ensure high levels of interest
- setting appropriate and demanding expectations
- setting clear targets, building on prior attainment
- identifying SEN or very able pupils.
- To provide clear structures for lessons maintaining pace, motivation and challenge.
- To make effective use of assessment and ensure coverage of programmes of study.
- To ensure effective teaching and best use of available time.
- To monitor and intervene to ensure sound learning and discipline.
- To use a variety of teaching methods to:
 - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
 - Select appropriate learning resources and develop study skills through library, I.C.T. and other sources.
- To ensure pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught.
- To evaluate their own teaching critically to improve effectiveness.

Other Specific Duties:

- To play a full part in the life of the community, to support its aims and objectives and to encourage staff and children to follow this example.
- To support the academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies and ensure compliance.

Additional Standards for nursery and early years (for EYFS post)

- To have a working knowledge of teachers' professional duties and legal liabilities.
- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To endeavour to give every child the opportunity to reach their potential and meet high expectations.
- To contribute to the corporate life of the school through appropriate participation in meetings and management systems necessary to coordinate the management of the school.
- To take responsibility for their own professional development and duties in relation to school policies and practices
- To liaise effectively with parents and governors.

General:

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.

Safeguarding:

- This post is subject to an enhanced Disclosure and Barring Service check.
- The post holder must be committed to safeguarding the welfare of children and to providing equality of opportunity.

- Record and report concerns following the Trust Safeguarding policy.
- Complete safeguarding level 1 training at least once every three years.

Health and Safety:

- Be aware of the responsibility for personal health, safety and welfare, and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- Ensure all aspects of Health and Safety are rigorously addressed across your department inclusive but not limited to:
- Reporting damaged broken or missing equipment/property to an appropriate person i.e. departmental link, site team, headteacher etc.

Continuing Professional Development:

- To participate in the Trusts Performance Management Scheme.
- Undertake any professional development necessary as identified.

Additional points:

All staff are required to maintain confidentiality in relation to student's staff and parent information.

All staff are expected to comply with academy and trust policies.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified, as no job description can be fully comprehensive.

In addition to the duties specified, employees will be expected to comply with any reasonable request to undertake duties or work of a similar level which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description may be subject to amendment or modification, should circumstances change, and any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with the CEO. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

Name: _____

Signed: _____ Date: _____

**Person Specification
Class Teacher**

- The person specification is used by the selection panel to identify the attributes a successful candidate will need to bring to the post.
- Those marked E are essential and must be met in order for a candidate to be shortlisted for interview or appointed to the post.
- Those marked D are desirable and will strengthen a candidate's likelihood of being invited to interview or appointed to the post.
- All other abilities and aptitudes will be judged 'by degree' from application, references and interview activities to guide the selection panel in appointing a candidate who is personally and professionally suited to successfully filling this particular post.

A = application form/letter **I** = interview process **R** = reference

Candidates should ensure that they will satisfy the essential elements before applying and ensure that they construct their letter of application to include the areas requested in the details sent to potential candidates.

CATEGORY		EVIDENCE
QUALIFICATIONS		
Qualified Teacher Status	E	A
Recent CPD relevant to the post	E	A
KNOWLEDGE & EXPERIENCE		
Successful teaching experience within Early Years (if applicable), Key Stage one or two.	E	A/R/I
Experience of working with parents and carers.	E	
Experience of working as a member of a team.	E	
Experience of working with outside agencies.	E	
Able to use ICT skills effectively for themselves and for teaching.	E	
Understanding of Assessment for Learning and its use to raise standards.	E	
Knowledge and Understanding of the curriculum.	E	
Knowledge and understanding of assessment procedures.	E	
Knowledge and experience of planning, organising and delivering an appropriate curriculum.	E	
Ability to make use of appropriate data to analyse the performance of pupils and set targets.	D	
Willingness to teach across the Primary age range.	D	
Knowledge and understanding of the whole Primary curriculum.	D	
Knowledge and understanding of assessment procedures including: monitoring, evaluating and recording individual children's records to be used for target setting and tracking.	D	
Knowledge and experience of planning, organising and delivering an appropriate curriculum for the full Primary age range.	D	
SKILLS & ABILITIES		
Ability to work with staff as individuals and as a team.	E	A/R/I
Ability to develop and maintain good professional relationships within and across schools.	E	
Ability to demonstrate good organisation and communication skills.	E	
Ability to deliver well planned and effective teaching.	E	
Ability to raise standards of achievement and attainment for all pupils.	E	
Ability to encourage independent learning.	E	
To have the ability to contribute positively to curriculum developments.	D	
Ability to be a good role model with high standards.	D	
Ability to motivate others.	D	

PERSONAL ATTRIBUTES		
Self-motivated and hard working.		A/R/I
Able to initiate ideas and put into practice.		
Have a commitment to personal development.		
A sense of humour and the ability to make learning fun.		
SAFEGUARDING		
Evidence of up to date safeguarding training	D	A
To be aware and understand the Safeguarding Duties and all associated legislation and promote actively at all times along with the Head of School and Governing Body.	E	A/I
An understanding of the school's role in keeping pupils and staff safe	E	A/R/I
An enhanced DBS check and satisfactory completion of barred by association checks in line with current legislation	E	
A clear record of employment that can be checked.	E	
Reference details from last educational employer.	E	

Privacy Notice: Job Applicants

For Job Applicants applying to work within The Evolve Trust

Use of Your Personal Data

Statement Purpose: Under data protection law, individuals have a right to be informed about how the trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs with The Evolve Trust.

The Evolve Trust is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

Successful candidates should refer to our privacy notice for the staff, trustees, governors and all who are engaged to work with the trust for information about how their personal data is collected, stored and used which is available on the Trust website.

Data Controller: The Evolve Trust
c/o The Beech Academy, Fairholme Drive, Mansfield,
Nottinghamshire, NG19 6DX

Data Protection Officer: Alex Walker, DPO@evolvetrust.org

What personal data do we use?

We process data relating to those applying to work at our trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details.
- Copies of right to work documentation.
- References.
- Evidence of qualifications.
- Employment records, including work history, job titles, training records and professional memberships.

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions.
- Disability and access requirements.

Why do we use this data?

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications.
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils.
- Enabling equalities monitoring.
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

What is our legal basis for using this data?

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract (if appropriate).
- Comply with a legal obligation.

How do we collect this information?

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How do we store this data?

Personal data is stored in line with our GDPR policy and Information and Records Retention Policy.

We create and maintain an employment file for each individual who works in the trust. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Information and Records Retention Policy which can be found on the Trust website via the link below.

<https://www.evolvetrust.org/key-information/policies/information-and-records-retention/>

We will only retain your personal data for as long as is necessary to fulfil the purposes for which we collected it, including for the purpose of satisfying any accounting or reporting requirements.

Who will we share personal information with?

We do not share information about you with any parties without your consent unless the law and our policies allow us to do so.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the schools holds about them.

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 would like to make a request, please contact our Data Protection Officer DPO@evolvetrust.org.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

If you feel it necessary to do any of the above, you can speak with the Data Protection Officer.

The Trust does not have to meet all of your requests and we will let you know where we are unable to do so.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you have a concern about the way we are collecting or using your personal data and you think this is unfair, misleading or inappropriate, or any other concerns, please raise this with us in the first instance and contact our Data Protection Officer.

Alternatively, you can raise any complaints to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Alex Walker (Data Protection Officer), DPO@evolvetrust.org

The Evolve Trust, c/o The Beech Academy, Fairholme Drive, Mansfield, Nottinghamshire, NG19 6DX

This notice is based on the [Department for Education's model privacy notice](#) for job applicants, amended to reflect the way we use data in the Trust.