



Application Pack

CLASSROOM TEACHER

BRAMBLES PRIMARY ACADEMY

Job Ref: BPA238



WELCOME LETTER FROM THE TRUST

Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley
Chief Executive Officer

ADVERTISEMENT

Classroom Teacher (year group will depend on the strength and experience of the candidate)

Status: Fixed Term for one year

Required: September 2023

Salary: M1 to M6 (£28,000 - £38,810)

Hours: 32.5 per week

Reporting to: Head Teacher

Academy: Brambles Primary Academy, Kedward Avenue, Middlesbrough, TS3 9DB

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (3 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (3 to 11 years),
- Pennyman Primary Academy (3 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

About the role we are looking to appoint:

Brambles Primary is a vibrant, creative and forward looking academy. We are seeking to appoint an enthusiastic, experienced and committed Teacher to join the academy as part of Tees Valley Education Multi Academy Trust.

We are therefore looking for an innovative and inspirational teacher who can share best practice in teaching. Additionally, we would like someone who positively promotes inclusion, has high expectations for all children and has a good knowledge of the curriculum in a specific phase of the academy.

Brambles Primary Academy is a larger than average-sized primary school, serving an area of significant deprivation and generational poverty. Over 97% of the children attending are in the lowest 3% of poverty nationally, therefore, the pastoral, welfare and inclusion offer is equally as important as an excellent curriculum. The proportion of pupils known to be eligible for pupil premium is more than three times the national average.

The academy was last inspected in February 2019, it was judged outstanding in all areas, which reflects the Head teacher's and staff's dedication to removing the significant barriers to learning that the children and community of Brambles face, as well as incorporating the absolute commitment to educational excellence and life chances for all.

Brambles Primary will provide:

- An excellent learning environment for children with a real family atmosphere and a strong community ethos
- The opportunity to work in an outstanding school within a trust, where staff are valued and treated with respect
- An amazing working environment for staff where everyone is valued and treated with respect
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all of our pupils
- Dedicated pupils who love coming to the academy and are encouraged to be the best they can be
- An enthusiastic and supportive Head Teacher, Senior Leadership Team and staff who put the interests of the children first and are committed to the continual improvement of the academy
- A passionate and high performing team of professionals, including SLEs, across the trust to learn from and contribute to
- An opportunity to be part of working parties across the school and the trust within your areas of interest
- Career enhancement opportunities within areas of interest
- Benefits of performance management

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
- Free parking
- Enrolment into the Teachers Pension Scheme
- All teaching contracts are employed on
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#).

Safeguarding requirements for the role:

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

JOB DESCRIPTION

To carry out the duties of a class teacher as set out in the School Teachers Pay and Conditions Document. To meet the required standards for Qualified Teacher Status and having regard to the curriculum of the academy: to teach children within the primary age range according to their educational need. This includes all necessary professional duties of planning, preparing courses and lessons, assessing, recording and reporting on the development, progress and attainment of pupils assigned to you. To contribute and participate in the team working ethos of the academy and maintains the positive ethos and core values of the academy, both inside and outside of the classroom.

PLANNING, TEACHING AND CLASS MANAGEMENT

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Planning and delivering the teaching programme for all pupils within the class in relation the National Curriculum, PSHE and Citizenship, and the Agreed Syllabus for Religious Education with regard for the academy's aim statement, own policies and schemes of work.
- Providing clear structures for lessons and for sequences of lessons, which maintain pace, motivation and challenge.
- Setting tasks which challenge pupils and ensure high levels of interest.
- Setting appropriate and demanding expectations.
- Plan appropriately to meet the needs of all pupils, through differentiation of tasks.
- Setting clear targets, building on prior attainment.
- Identifying key marginal and very able pupils.
- Making effective use of assessment information on pupil's attainment and progress in planning future lessons.
- Maintaining good order and discipline in accordance with the academy's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework.
- Using a variety of teaching pedagogy and learning styles to:
 - Keep all pupils engaged
 - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary
 - Use effective questioning, listen carefully to pupils, and give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through library, ICT and other sources.
- Evaluate own teaching critically to improve effectiveness.
- Ensure the effective and efficient deployment of classroom support.
- Encourage pupils to think and talk about their learning, develop self-control and independence, concentrate and persevere, and listen attentively.
- Provide a stimulating, organised classroom environment, where resources can be accessed appropriately by all pupils.

MONITORING, ASSESSMENT, RECORDING, REPORTING

- Assess how well learning objectives have been achieved and use this information to improve specific aspects of teaching.
- Use assessment of and assessment for learning to support pupil learning.
- Prepare and present information on the development, progress and attainment of pupils in the class to SLT through progress reviews.

OTHER GENERAL PROFESSIONAL REQUIREMENTS

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the academy and Trust.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Take responsibility for own professional development and duties in relation to academy and Trust policies and practices

SAFEGUARDING

- All staff must adhere to the Trust's safeguarding training (appropriate for job role) including policies, procedures, latest Keeping Children Safe in Education guidance and Working Together to Safeguard Children DfE 2018.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the line manager or head teacher.

Signed (Employee)		
Date:		
Signed (on behalf of employer):		Name and Role:
Date:		

PERSON SPECIFICATION		
Qualifications and Experience	AM	E/D
Degree or relevant qualification and experience.	A	E
Qualified Teacher Status.	A	E
Proven teaching experience	A	E
Experience of implementing curriculum developments	A, I, R	D
Knowledge, Abilities and Skills		
An understanding of the current National Curriculum.	A, I	E
A sound understanding of strategies to support all children's learning.	A, I	E
Ability to plan effectively to meet the needs of a range of learners	A, I, R	E
The use of a variety of techniques for assessment for learning in order to impact positively on children's progress.	A, I, R	E
Outstanding organisational skills with the ability to self-direct as well as work successfully within a team.	A, I, R	E
Understanding of positive behaviour management strategies	I, R	E
Evidence of good classroom management skills.	I, R	E
A commitment to further professional development.	A/I	E
Understanding of positive behaviour management strategies	A/I	E
Ability to inspire and motivate all children to learn and reach their full potential.	I, R	E
Commitment to the protection and safeguarding of children and young people	I, R	E
Ability to/willingness to contribute to the whole school context (including INSET).	A/I	D
An understanding of and working knowledge of the needs of children with SEND.	A/I	D
Understanding of the science of learning teaching principles	A,I	D
Evidence of continued professional development.	A	D
Professional Characteristics		
Commitment to meeting the educational, social and emotional needs of all children	A, I	E
Commitment to high standards and continuous improvement	A, I	E
Excellent interpersonal skills and emotional intelligence	A, I	E

AM (Assessment Method), A- Application Form, I – Interview, R – Reference,
 E – Essential, **D - Desirable**

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website **www.teesvalleyeducation.co.uk** or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to **ruth.hunter@tved.org.uk** - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Darren Higgins, Head Teacher.

Tees Valley Education
C/O Brambles Primary Academy
Kedward Avenue
MIDDLESBROUGH
TS3 9DB

Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

Interview process

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please contact the academy office on 01642 210704 to arrange a visit.

Visit dates are:

Monday 20th March 2023 at 3.30pm, Tuesday 21st March at 2.30pm, Thursday 23rd March at 2.30pm and Friday 24th March at 3.30pm. Monday 27th March at 2.30pm, Tuesday 28th March at 3.30pm

For your information, the recruitment timetable is detailed below:

Closing Date: Tuesday 18th April 2023 at 12 noon

Shortlisting Date: Wednesday 19th April 2023

Interviews: Tuesday 25th April 2023

Contract Start Date: 1st September 2023

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

Objectives Statement

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.

EMPLOYMENT APPLICATION FORM

Please complete all sections of the form fully: CVs will not be accepted. Please note that providing false information will result in the application being rejected or withdrawal of any offer of employment, or dismissal if you are in post. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink.

Vacancy Job Title		Job Ref Number	
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PART 1

INFORMATION FOR SHORTLISTING AND INTERVIEWING

Salutation (Mr, Ms, Miss, Mrs, Dr etc)	
First Name:	
Middle Name/s:	
Surname/family Name:	
Contact email address:	
Contact telephone number	
Social Media Tag names e.g. Twitter/Facebook/Instagram/LinkedIn etc	

2. LETTER OF APPLICATION Please enclose a letter of application of no more than 2 A4 pages which details why you are suitable for the post, your experience to date and how this meets the person specification.

3. PRESENT / LAST APPOINTMENT

Name, address and telephone number of last employer/school/academy	
Job title	
Date appointed to current post	
Permanent/Temporary	
Full Time/Part Time	
Current salary	
Notice period	

4. FULL CHRONOLOGICAL HISTORY

Please provide a full history in chronological order (most recent first) since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.

Job Title or Position	Name and address of school, other employer, or description of activity	Dates				Reason for leaving
		From		To		
		Mth	Yr	Mth	Yr	
1						
2						
3						
4						
5						
6						
7						
8						

Please enclose a continuation sheet if necessary

5. SECONDARY EDUCATION & QUALIFICATIONS

Name of School/College	From	To	Qualifications Gained (Date and Grade)

6. HIGHER EDUCATION

Names and Addresses of University or College and/or University Education Department	Dates From To	Full or Part-time	Courses/subjects taken and Grade	Date of Examination and Qualifications Obtained

7. PROFESSIONAL COURSES ATTENDED Please list relevant courses attended in past 3 years.

Subject	Organising Body	Date(s)	Duration

8. OTHER RELEVANT EXPERIENCE, INTERESTS AND SKILLS

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9. REFEREES

Give here details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children please provide a referee from your most recent employment involving children. Referees will be asked about disciplinary offences relating to children, which may include any in which the penalty is "time expired" and whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure. References will not be accepted from relatives or from people writing solely in the capacity of friends.

First referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Please tick if you <u>do not</u> wish this referee to be contacted prior to interview <input type="checkbox"/> (Please be aware that this could delay the interview process)	

Second referee

Title and Name	
Address and post code	
Telephone number	
Email address	
Job Title	
Relationship to applicant	
Please tick if you <u>do not</u> wish this referee to be contacted prior to interview <input type="checkbox"/> (Please be aware that this could delay the interview process)	

PART 2

This section will be separated from Part 1 on receipt. Relevant contents may be verified prior to shortlisting but will not then be used for selection purposes.

10. PERSONAL INFORMATION

Surname or family name	
All previous surnames	
All forenames	
Title	
Date of Birth	
Current Address	
Postcode	
Resident at this address since	
Home telephone number	
Mobile telephone number	
Email address	
National Insurance Number	
Have you ever been subject to a child protection investigation by your employer or the General Teaching Council/Teaching Agency/former Independent Safeguarding Authority?	<p>Yes No</p> <p>If YES please state separately under confidential cover the circumstances and the outcome including any orders or conditions.</p>
Are you subject to any legal restrictions in respect of your employment in the UK?	<p>Yes No</p> <p>If YES please provide details separately</p>
Do you require a work permit?	<p>Yes No</p> <p>If YES please provide details separately</p>
Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?	<p>Yes No</p> <p>If Yes please specify, (e.g. ground floor venue, sign language, interpreter, audiotape etc).</p>
Are you related to or have a close personal relationship with any pupil, employee, trustee, member or local academy chair?	<p>Yes No</p> <p>If YES give details separately under confidential cover</p>
TEACHERS ONLY	
Early Career Teachers ONLY: Have you provided evidence of passing the Skills Tests? <i>Please tick or cross</i>	<p>Numeracy</p> <p>Literacy</p> <p>ICT (if applicable)</p>
DfE reference number (if applicable)	
Did you qualify as a teacher after May 1999? (if applicable)	<p>Yes No</p> <p>If Yes, in which school was induction completed?</p>

11. COMPULSORY DECLARATION OF ANY CONVICTIONS, CAUTIONS OR REPRIMANDS, WARNINGS OR BIND-OVERS

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please disclose any unspent convictions, cautions, reprimands or warnings. Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service. Failure to declare any convictions (that not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

Do you have **ANY** convictions, cautions or reprimands, warnings or bind-overs?
Please tick the relevant box

Yes ☐ No ☐

If the answer is "yes", you must record full details in a separate, sealed envelope marked with your name and 'Confidential: Criminal Record Declaration' and bring this with you on the day of your interview. If you would like to discuss this beforehand, please telephone in confidence to the Headteacher for advice. In accordance with statutory requirements, an offer of employment will be subject to satisfactory DBS clearance.

12. UK GDPR and DATA PROTECTION ACT

The information collected on this form will be used in compliance with the UK GDPR and Data Protection Act 1998. The information is collected for the purpose of administering the employment and training of employees. The information may be disclosed, as appropriate, to trustees, Occupational Health, DfE, Teachers Pensions Agency and local government pensions scheme, Department for Education, pension, payroll and personnel providers including relevant statutory bodies. For further information refer to the trust's privacy policy via Tees Valley Education website: <https://www.teesvalleyeducation.co.uk/>.

You should also note that checks may be made to verify the information provided and may also be used to prevent and/or detect fraud.

13. NOTES

- a) When completed, this form should be returned in accordance with the instruction in the advertisement for the job or in the applicant's information pack.
- b) Canvassing, directly or indirectly, an employee, trustee, member, local academy chair will disqualify the application.
- c) Candidates recommended for appointment will be required to complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

14. DECLARATION

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or dismissal if I am in post. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant

Date

Print name

This section of the application form will not be available to the shortlisting/interview panel.

PART 3

EQUALITY AND DIVERSITY MONITORING

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept fully confidential and access is strictly limited in accordance with the UK GDPR and Data Protection Act.

Ethnic Group	Workforce Census Code		Please tick
White	WBRI	British English Welsh Northern Irish Scottish	<input type="checkbox"/>
	WIRI	Irish	<input type="checkbox"/>
	OOTH	Irish Traveller	<input type="checkbox"/>
	OOTH	Gypsy	<input type="checkbox"/>
	WOTH	Other White background	<input type="checkbox"/>
Mixed	MWBC	White and Black Caribbean	<input type="checkbox"/>
	MWBA	White and Black African	<input type="checkbox"/>
	MWAS	White and Asian	<input type="checkbox"/>
	MOTH	Other Mixed background	<input type="checkbox"/>
Asian or Asian British	AIND	Indian	<input type="checkbox"/>
	APKN	Pakistani	<input type="checkbox"/>
	ABAN	Bangladeshi	<input type="checkbox"/>
	CHNE	Chinese	<input type="checkbox"/>
	AOTH	Other Asian background	<input type="checkbox"/>
Black or Black British	BCRB	Caribbean	<input type="checkbox"/>
	BAFR	African	<input type="checkbox"/>
	BOTH	Other Black background	<input type="checkbox"/>
Other ethnic group	OOTH	Arab	<input type="checkbox"/>
		Write in:	<input type="checkbox"/>
Prefer not to say	REFU		<input type="checkbox"/>

Religion

Please tick

No religion	<input type="checkbox"/>
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Disability

Please tick

Do you consider that you have a disability?

Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	
Jewish	
Muslim	
Sikh	
Any other religion <i>write in</i>	
Prefer not to say	

Yes	
No	
Prefer not to say	
My disability is:	
<i>Please tick</i>	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long standing illness	
Other	
Prefer not to say	

Sexual Orientation

Please tick

Bi-sexual	
Gay	
Lesbian	
Heterosexual	
Other	
Prefer not to say	

Gender

Please tick

Female	
Male	
Transgender	
Prefer not to say	

Personal relationship

Please tick

Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	