Pear Tree Community Junior School

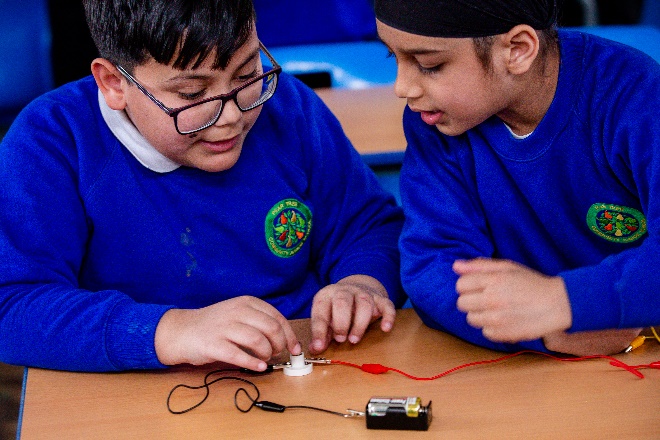
Recruitment Pack



Role: Head of School

Closing date: 12th May 12pm





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Dear Prospective Candidate,

Thank you for your interest in the role of **Head of School** at Pear Tree Community Junior School. We are delighted that you are considering joining our fantastic school and becoming part of our journey to make a real difference in the lives of our children, families, and staff.

At Pear Tree, our vision is built on the values of **Trust**, **Care**, and **Grow**. We believe in:

* Building **Trust** in our children to take ownership of their learning and our staff to be innovative and ambitious in their teaching.
* Showing **Care** and thinking deeply about our pupils’ well-being, ensuring that every child feels safe, valued, and supported to thrive.
* Helping children **Grow** together as a community, continuously improving and striving for excellence in all that we do.

We are a diverse and inclusive school, rich in culture, ambition, and opportunity. As a leader, you will be supported and developed while working alongside senior leaders from Pear Tree and Allenton benefiting from collaboration and shared expertise. With the strong backing of Transform Trust, you will also have access to excellent CPD opportunities and a network of like-minded professionals.

This is an exciting opportunity for a leader who is passionate about raising aspirations, driving school improvement, and nurturing a positive, values-led culture. If you are someone who thrives on teamwork, believes in the potential of every child, and enjoys working in a dynamic and forward-thinking environment, we would love to hear from you.

We strongly encourage you to visit the school to see first-hand what makes Pear Tree such a special place to work and learn. Please feel free to contact us to arrange a visit or for an informal discussion about the role.

We look forward to receiving your application and introducing you to our school community.

Best wishes



Andrew Sharp

Executive Headteacher

Pear Tree Community Junior School

**2. About our School**

Pear Tree Community Junior is located in the Pear Tree area to the south of Derby City Centre. The school takes pupils from the ages of 7-11 across four year groups (Year 3 to 6). Most of our pupils transfer from Pear Tree Infant School who that share the same site as us. We have three classes of 30 pupils in each year group and have up to 360 pupils on roll at any one time.

The school serves a diverse community. We have pupils from a wide range of countries and cultures. 80% of our pupils speak English as an Additional Language and there have been as many as 37 different languages at any time across the whole school.

**Pear Tree Junior School Motto**

With trust and care we will grow and flourish

**Pear Tree Junior School Vision**

To enable our diverse community to flourish through promoting personal values, enriching learning, showing ambition and recognising the rights of everyone

**Pear Tree Junior School Values**

We have 3 school values that thread through everything we do:

**Trust**

We will build 'Trust' with the whole school community and build a school they are proud of

**Care**

We will show 'Care' to all members of the community allowing to feel valued and respected

**Grow**

We will 'Grow' the school and its community to allow all our pupils and staff to flourish

The curriculum at Pear Tree Community Junior School provides our learners with the knowledge, vocabulary, skills and character traits that they will need to succeed in education and beyond. At the heart of our curriculum are the children themselves, ensuring they become confident learners, who are ready, respectful and responsible members of society. We are passionate about closing the knowledge gap and offering our children engaging opportunities that they will remember for many years to come.

Enrichment activities and new experiences are regularly provided for our children, which will further support their knowledge and understanding as well as their personal development. Children are encouraged to take pride in who they are and where they come from, while being respectful of other people’s opinions, faiths, cultures and beliefs.

Our pupils have a strong work ethic and are dedicated to their learning. Visitors regularly comment on their exceptional manners and their respectful attitudes. Children are encouraged to be ready, respectful and responsible for their learning. We want all our children to grow and flourish.

please do not hesitate to ask or refer to our school website for more information <https://www.peartreej.derby.sch.uk/>

Join Team Pear Tree!

Are you ready to embark on an extraordinary journey in education? Pear Tree Community Junior School in Derby is seeking a dedicated Class Teacher to join our vibrant and inclusive community. If you're passionate about nurturing young minds and making a difference, this is the perfect opportunity for you!

At Pear Tree, we believe in the power of trust and care to foster growth and success. Our motto, "With trust and care we will grow and flourish," encapsulates the heart of our school's ethos.

Located in Derby, our school serves a wonderfully diverse community, offering a rich and rewarding experience for both students and staff alike.

As a member of our team, you'll have the opportunity to embrace our core values of Trust, Care, and Grow, which permeate everything we do. We believe in empowering our teachers to deliver high-quality education while prioritizing their well-being and professional development.

What we're looking for:

* A commitment to improving pupil outcomes
* A passion for personal and professional development
* A desire to innovate and contribute to a dynamic team
* Dedication to providing highly effective teaching
* A collaborative spirit and a love for working with diverse communities

Why Pear Tree Community Junior School?

* A supportive and inclusive environment where every voice is valued
* Opportunities for continuous professional development and growth
* A commitment to staff well-being and work-life balance
* Access to resources and support to enhance teaching practices
* The chance to make a real difference in the lives of our students

As highlighted in our most recent OFSTED report, "leaders have created a culture where pupils are deeply cared for," demonstrating our unwavering dedication to providing a nurturing environment where every child feels valued and supported in their learning journey.

Join us in our mission to inspire, educate, and empower the next generation. Together, let's create a learning environment where every child can flourish and reach their full potential.

Apply now to become a part of our dynamic team at Pear Tree Community Junior School! Together, with trust and care, we will grow and flourish.

**3. Message from Rebecca Meredith - Transform Trust CEO**

Dear Applicant,

Thank you for your interest in working with Transform.

The recruitment pack should give you all the information needed, if you should need anything further please do not hesitate to ask or refer to our website <https://www.transformtrust.co.uk/> or the relevant school website for additional information.

At Transform, children come first. We have four Transform values: Respect, Kindness, Equity and Creativity. We believe that when every member of Transform lives by these then we will fulfill our aspiration “Together we Achieve”.

Each and every member of the Transform team is the key to our continued success. We passionately believe in your professional learning, offer a wide range of employee benefits and actively listen to your feedback.

Children only get one opportunity at accessing an excellent education in order to grow into successful, happy and fulfilled adults. Join Transform and collectively we can ensure the children get the educational experience they deserve.

I hope that you find the information enclosed useful in your consideration of joining such a special extended family. I wish you every success and look forward to meeting and working with you.

All the very best.

Rebecca Meredith

CEO – Transform Trust

**4. Transform Trust**

We are an innovative Multi Academy Trust, established in 2013. Rebecca Meredith CBE arrived at Sneinton St Stephens C of E Primary as Head in 2002 when the school was in Special Measures and took it on an improvement journey to Outstanding. Building from this, Rebecca founded the Transform Teaching School with initially 10 member schools in Nottingham City, the aim to share and develop school to school support across like-minded professionals. Transform Trust was then founded in 2013, based on the principles of the Teaching School around sharing best practice

We currently have over 8800 children in 25 Primary schools covering Nottingham, Nottinghamshire, Derby and Derbyshire. We employ over 1350 staff and enjoy a high staff satisfaction rate. We like to think our values and ethos set us apart from other Trusts in that we have a strong focus on empowering our member schools to drive their improvement journey whilst maintaining their own individual identity and community focus

|  |  |  |  |
| --- | --- | --- | --- |
| School | LA | Date joined Transform | Current Ofsted grading |
| Abbey Hill Primary | Nottinghamshire | 1 April 2024 | Good (April 2023) |
| Allenton Community Primary | Derby | 1 January 2015 | Good (April 2023) |
| Ashbrook Junior | Derbyshire | 1 September 2020 | Good (June 2023) |
| Breadsall Hill Top Primary | Derby | 1 July 2017 | Good (October 2021) |
| Brierley Forest Primary | Nottinghamshire | 1 October 2022 | Inadequate (November 2021 |
| Brocklewood Primary | Nottingham | 1 January 2015 | Good (March 2023) |
| Bulwell St Mary’s C of E Primary | Nottingham | 1 August 2016 | Good (March 2019) |
| Burford Primary | Nottingham | 1 August 2016 | Good (May 2019) |
| Cantrell Primary | Nottingham | 1 March 2025 | Inadequate (March 2021) |
| )Edale Rise Primary | Nottingham | 1 April 2014 | Good (June 2023) |
| Highbank Primary | Nottingham | 1 October 2013 | Good (Feb 2023) |
| Lawn Primary | Derby | 1 December 2019 | Outstanding (June 24) |
| King Edward Primary | Nottinghamshire | 1 June 2024 | Good (July 2023) |
| Parkdale Primary | Nottinghamshire | 1 July 2018 | Good (November 2022) |
| Pear Tree Community Junior | Derby | 1 July 2017 | Good (November 2021) |
| Ravensdale Junior | Derby | 1 September 2019 | Good (September 2023) |
| Robert Shaw Primary | Nottingham | 1 June 2017 | Good (September 2021) |
| Rosslyn Park Primary | Nottingham | 1 January 2015 | Good (October 2023) |
| Sneinton St Stephen’s C of E Primary | Nottingham | 1 January 2013 | Outstanding (January 2024) |
| South Wilford Endowed C of E Primary | Nottingham | 1 January 2018 | Good (December 2022) |
| Sutton Road Primary | Nottinghamshire | 1 August 2024 | Good (March 2019) |
| Whitegate Primary | Nottingham | 1 July 2017 | Good (September 2021) |
| William Booth Primary | Nottingham | 1 June 2017 | Good (October 2021) |
| Woodland View Primary | Nottinghamshire | 1 May 2023 | Requires Improvement (April 2019) |
| Zaytouna Primary | Derby | 1 September 2018 | Good (September 2023) |

Through our Trust, we offer unrivalled opportunities for professional development and networking, from specialist leadership support and mentoring for our Headteachers to bespoke CPD for teaching and support staff. This is through Transform’s unique and highly regarded CPD offer Transform Applied [www.transformapplied.co.uk](http://www.transformapplied.co.uk).

In 2021 the Teaching School model was changed nationally so although no longer a Teaching School we now work closely with Flying High Teaching School Hub. We are also strategic partners in East Midlands Maths Hub and Derby Research School. Our links with the Flying High Teaching School Hub, allows us to offer access to a comprehensive range of professional development, research and innovative programmes and networks from initial teacher training to Senior Leader development as well as special events designed to inspire and motivate.

We have cultivated a strong supportive environment for our schools that utilises the collective skills and knowledge of our independent-minded Headteachers and practitioners, enabling our schools to achieve high educational standards.

Centrally, we have a team of Governance, Safeguarding, Programme / Project, Finance and Human Resources specialists who ensure all the functions of the Trust operate effectively and efficiently. Each service area has an Executive Lead responsible for setting the strategy for improvement and development.

**Our Purpose**

To be an innovative and inclusive Trust working for all children.

**Our Vision**

As a Trust we are committed to transforming the lives of all of the children in our schools and enabling them to achieve to their full potential. We recognise that supporting and developing all staff within our schools is vital to that aim. To that end, we have created a nurturing, inclusive culture that places great value on the support, empowerment and development of all staff within our family of schools.

**Our Values**

Our values are woven into all aspects of our organisation; its strategy, operations and provision, and are a clear and concise articulation of our purpose:

Respect,

Kindness,

Equity,

Creativity

Key facts:

* We host a Children’s Parliament, Children’s Celebration, Sports and Arts festivals and work together to support children and families with SEND – we care passionately about the whole child.
* Our unique Trust Guardians group provides school support, guidance and challenge to ensure children are kept safe, attend, have equal access and their welfare promoted.
* We employ over 1100 staff and enjoy a high staff satisfaction rate. We recognise that our school leaders and teams are our most important resource and we value their work, passion and commitment. We recognise the importance of staff welfare and a managed workload, and the place that wellbeing plays in the recruitment and retention of staff.
* We don’t operate performance related pay for Main Pay Scale teachers- you will increment each September up to Main pay point 6 unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management / appraisal cycle and have not been addressed through support provided by the school by the conclusion of that process. Thereafter you must apply to move through threshold.
* Support staff increment each April up to the maximum point for their grade
* We undertake an annual staff survey plus termly shorter surveys to gather your views and make changes to help shape our Trust.
* We encourage staff to undertake training and development, and where appropriate, to explore new challenges within their own school or through opportunities for secondments or promotions to other schools within the Trust. Professional development is key to our success. We work closely with Flying High Teaching School Hub and other strategic partners to produce bespoke CPD.
* We encourage the sharing of good practice between schools and have set up Professional Learning Communities (network groups) and partnerships to support this. We have a well-developed secondment policy and system across the Trust that allows opportunities for people to develop their potential in a different role.
* Running through our core principles is the FED style of leadership (Future, Engage Deliver) and we work closely with the founder, Steve Radcliffe to deliver this.
* We are clear about our expectations of employees and offer a transparent and supportive working culture in return.
* We offer staff benefits such as 24/7/365 employee welfare support; tax saving salary sacrifice schemes; a staff benefits scheme that offers a host of benefits and discounts, discounted gym/leisure membership at some local authority run leisure centres, free eye tests for those who use VDU equipment; we offered ‘flu jabs for staff this year and actively seek employee views on what they would like as part of an employee benefits package.
* We have a highly-skilled team that offer Trust schools tailored teaching and learning and leadership support. The team work directly with schools and facilitate collaborative planning and Continuing Professional Development (CPD) across the Trust through our high regarded CPD service www.transformapplied.co.uk.
* Our dedicated Trust Associates deliver a comprehensive annual calendar of over 40 high quality CPD programmes meeting the needs of our staff. These include coaching, reading specialist, TA workshops, mastery maths, early years leadership, curriculum development, NQTs and digital teach-meets.
* We have Lead Associates driving key strategic areas such as Equality, Diversity and Inclusion, Talent, Wellbeing and Early Career Teaching as well as a Lead Associate driving the development of Transform Applied.
* Access to apprenticeship levy funded training to enhance our CPD offering.
* Transform has trained over 100 new teachers through our School Direct partnership with the University of Nottingham. In 2019 we established School Direct Derby in partnership with the University of Derby.
* We also run ECT Programmes to nurture and develop our early career teachers working in partnership with Flying High Teaching School Hub.
* In 2017 we launched our Transform Enrichment Diploma (TED) which provides an age-related framework for enrichment to access a range of activities to develop skills, talents and character for all our pupils.

Access to our policies including child protection and safeguarding; health and safety; and recruitment and selection can be found on our website <https://www.transformtrust.co.uk/policies/>

Please also check out the policies on the school website for the role you are applying for.

**5. Details of the role**

**Head of School – Pear Tree Community Junior School  
Salary:** Leadership Range L15 – L21 £70293.00 - £81441.00  
**Contract:** Full-time, Permanent  
**Location:** Pear Tree Community Junior School, Derby  
**Closing Date:** 12th May 12pm

**Interview Date:** w/b 19th May 2025

***Are you ready to lead with integrity? Are you a champion for inclusivity? Will you be invested in helping a whole school community Flourish?***

Pear Tree Community Junior School is on the lookout for an exceptional **Head of School** to join our warm, diverse, and ambitious school community. This is a fantastic opportunity to **make a lasting impact**, build on our journey of improvement, and lead a team who genuinely love what they do. If you believe **education changes lives** and that school should be a place where **both children and staff flourish**, then keep reading!

**Why Pear Tree?**

At Pear Tree, we live and breathe our core values: **Trust, Care, Grow**.

**We Trust** – We empower children to believe in themselves and take ownership of their learning. As leaders, we also **trust** our staff, giving them the support, autonomy, and encouragement, they need to shine.

**We Care** – Every child matters. We nurture a **safe, inclusive environment** where pupils feel valued and can be their authentic selves. The same goes for our team – investing in the wellbeing and work-life balance of staff is essential!

**We Grow** – Growth is at the heart of what we do. We want **every child reaches their full potential**, and we invest in our staff, providing top-tier CPD and leadership opportunities. Oh, and we also grow **brilliant leaders** – which is where you come in!

**The Role**

As **Head of School**, you’ll be at the helm of a school that’s bursting with energy, ambition, and possibility. You will:

* Work in **partnership with the Executive Headteacher** and Governing Body to **steer the school’s strategic direction**.
* Drive **high-quality teaching and learning**, ensuring every child gets the best possible start in life.
* **Inspire and develop** a committed staff team, making sure they feel **valued, supported, and motivated** (occasional biscuits may help).
* Work **collaboratively** with senior leaders from **Pear Tree and Allenton**, learning from and with each other.
* Build strong relationships with **parents, the local community, and external partners** to maximise opportunities for our pupils.
* Lead with **passion, humour, and a steady hand** – because sometimes, school leadership is about being **calm in the face of a missing jumper!**

**What We’re Looking For**

We need a leader who:

* Has **a proven track record** of strong leadership in education.
* Can inspire **staff, pupils, and the wider community** to strive for excellence.
* Understands **how to make school an exciting place to learn and grow**.
* Can **balance strategic thinking with a hands-on and visible approach**
* Values **inclusion, equity, and a child-centred approach** in everything they do.

**Why Join Us?**

* **A dynamic, diverse, and welcoming school community** where you’ll **feel at home from day one**.
* **A strong support network**, working alongside leaders from **Pear Tree and Allenton**.
* **The backing of Transform Trust**, with fantastic CPD and leadership development opportunities.
* **A school where staff wellbeing is a priority** (with an onsite councillor through Place2Be
* **A chance to make a real difference** – not just in school performance, but in the lives of our children and families.

**How to Apply**

📞 Fancy a chat before applying? Get in touch with on hradmin@transformtrust.co.uk to arrange a visit with Andrew Sharp (Executive Headteacher) – we’d love to show you around!

Visit Dates available are

22nd April 1pm - 4pm

24th April 12.30pm - 5pm

1st May 9.30am - 5pm

8th May 9.30am - 5pm

Ready to go for it? Apply online at <https://transformtrust.face-ed.co.uk/vacancies> by **Monday 12th May 12pm**

Pear Tree Community Junior School and Transform Trust are committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. The successful candidate will be required to undergo an **enhanced DBS check** and other pre-employment checks.

**Job Description**

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| **School: Pear Tree Community Junior School** |
| **Post Title: Head of School** |
| **Grade/Pay Range: Leadership Range L15 – L21** |
| **Hours/weeks: Full time** |
| **Reporting to: Executive Headteacher and Governors of the school** |
| **Department/Team: Leadership** |

**Overall Purpose of Post**

* The Head of School will provide strong, collaborative leadership and management of the school in partnership with the Executive Headteacher.
* The Head of School will lead the continual development and advancement of high-quality teachingand learning in order tomaximise the potential of all pupils.
* The Head of School will engage effectively with parents and other stakeholders in the life and work of the school as well as inspiring and further developing the strong and committed staff team.

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

**Statutory Duties:**

* To fulfil all the requirements and duties as set out in the School Teachers’ Pay and Conditions Document
* To meet the National Standards for Head teachers as published by the Department for Education (DfE).
* To achieve any performance criteria, objectives or targets agreed with or set by the school’s Governing Body/ Transform Trust in accordance with the requirements set out in the School Teachers’ Pay and Conditions Document.
* To promote and safeguard the welfare of all children within the school. To create and sustain an environment which safeguards children and adults based on a clear understanding of individual and collective responsibilities for safeguarding.

**Strategic Direction / School Improvement**

**The Head of School will:**

* Work in partnership with the Executive Headteacher, SLT and Governing Body to plan and steer the strategic vision and mission for the school
* Ensure that the vision and mission for the school is clearly articulated, shared, understood and embodied within all in the schools’ community
* Lead by example in developing and advancing the agreed educational direction for the school.
* Take the lead responsibility for developing the School Improvement Plan (in partnership with appropriate stakeholders), co-ordinating action plans and reporting progress.
* In collaboration with the relevant stakeholders, ensure that all school policies are implemented, monitored, evaluated and reviewed.
* Work in partnership to quality assure the impact of policies, priorities and targets taking action as necessary to ensure relevance and results.

**Teaching and Learning**

**The Head of School will:**

* Ensure every member of staff is committed to the protection and safeguarding of children, has up-to-date knowledge of relevant legislation and relevant training
* Ensure effective strategies are in place and agencies are involved to meet the needs of all pupils within a fully inclusive provision
* Develop an effective partnership with parents to support and improve pupils’ achievement and personal development
* Develop effective links with the community to extend the curriculum and enhance teaching and learning
* Lead and inspire excellence in teaching and learning so that all staff continually strive to deliver the best possible outcomes for each child
* Have a proven ability in relation to the curriculum to launch new / unique ideas and continually review, refresh and develop it ensuring at all times it is broad, balanced and relevant
* Ensure that teaching and learning is monitored, evaluated and developed with consistency and rigour
* Lead an effective behaviour and attendance policy that promotes personal responsibility and a positive environment for learning

**People**

**The Head of School will:**

* Embrace and continue the nurturing, “family-like” environment within the school
* Motivate and enable the teaching and support staff to develop expertise in their respective roles through high quality continuing professional development whilst at the same time engendering an environment where there is continual support and challenge and where all staff recognise their accountability
* Have strong leadership skills that will embrace, empower and further develop the existing strengths of the current team bringing a fresh perspective
* In conjunction with the Executive Headteacher, SLT and Governing Body take part in and, where relevant manage, the recruitment, induction and retention policies of the school
* In partnership undertake responsibility for performance management of identified staff
* Manage the development of effective pastoral support for pupils and staff.
* Ensure that the school effectively promotes equal opportunities for staff and pupils
* Monitor and review staff deployment to ensure that at all times resources are used most effectively. Ensure talent management is given a high profile and succession planning is shrewd.
* To have the confidence to implement and manage change even in circumstances where there may be resistance.

**Resource Management**

**The Head of School will:**

* Ensure that the school provides a safe and secure environment for all pupils
* Ensure, in collaboration with the Governing Body, that the school’s resources are creatively and rigorously managed

**Accountability for the Efficiency and Effectiveness of the School**

**The Head of School will:**

* Implement sound reporting systems which inform the appropriate members of the school community and beyond, including regular reports to the Executive Headteacher and Governing Body
* Present a coherent and accurate account of the performance of the school in a form appropriate to a range of audiences including SLT, Governing Body, DfE, OfSTED.
* Maintain and further enhance the school’s standing and role within its local community

**Assessment and Monitoring**

**The Head of School will:**

* To analyse data skilfully and proficiently and, whenever necessary, use results as a platform from which to drive change whether over the short, medium or long term.
* Focus on the use of agreed assessment tools and systems to promote individual pupil achievement.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies

**Person Specification**

The Person Specification indicates the need for the post-holder to be flexible in their approach to responsibilities. The post-holder will be strongly focussed on sustaining high standards and upholding our values and school motto ‘Together We Can Achieve’.

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|  | Essential  The successful applicant must have: | Desirable |
| Qualifications | * Good honours degree * Qualified teacher status |  |
| Experience | * Proven experience of successful leadership in education * Track record of excellence in teaching | * + Experience of liaison with external agencies |
| Shaping the Future | * The ability to think strategically, generate and share a coherent and ambitious vision * The ability to inspire, motivate and empower others to carry the vision forward * Proven ability to implement strategies for raising pupil achievement including monitoring and evaluation of the work of others * A commitment to the setting and achieving of ambitious and challenging goals and targets * Ability to devolve responsibilities, delegate tasks and monitor and evaluate effective implementation | * + Exercise accountability effectively, efficiently and fairly   + Experience of building, support and work with high-performing teams |
| Decision making | * Make decisions based on analysis, interpretation and understanding of relevant information and have confidence, clarity and decisiveness in making and carrying out decisions * Think creatively and imaginatively to anticipate and solve problems and identify opportunities * Demonstrate good judgement | * Understanding of which issues to prioritise and deal with and which to consult on |
| Managing the Organisation | * The ability to establish appropriate structures and systems to manage the school efficiently and effectively * The ability to assert outstanding leadership whilst working in collaboration with the executive headteacher * The ability to think creatively, to anticipate and solve problems, including under pressure |  |
| Developing self and working with others | * The ability to use effectively a range of management and leadership styles and to empower, lead by example, motivate through encouragement and sustain individuals and teams * A commitment to continuing professional development for self and all others within the school * The ability to work effectively with the Governing Body * Communicate effectively orally and in writing to a range of audiences and professionals |  |
| Securing Accountability | * The ability to foster individual, team and whole school accountability for pupil learning outcomes * The ability to monitor and evaluate the effectiveness of all aspects of the school’s work * The ability to collect and use a range of data to understand the strengths and weaknesses of the school * Understand the importance of promoting and safeguarding the welfare of pupils. * Be able to promote and develop positive relationships within and beyond the school * Have the drive, vision and ability to work in partnership with the Executive Headteacher and Governors to set the strategic direction for the school and to be a pioneer of change |  |
| Leading Teaching and Learning | * The ability to ensure that a stimulating, rigorous and suitably challenging learning environment is in place * A thorough understanding of appropriate models of learning, teaching and pedagogy |  |
| Strengthening Community | * An ability to develop and nurture effective partnerships with all stakeholders in support of children’s learning and school improvement |  |

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| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**

Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website https://www.gov.uk/government/organisations/ministry-of-justice.

Please note that Enhanced certificates may include information relating to a protected caution or conviction if the police consider that it is relevant to the workforce that the individual intends to work in.

The Schools policies including Child Protection and Safeguarding are available on their website.

**Overseas checks**

In addition, we will require you to complete a declaration to identify if you have worked outside the UK. If you have lived abroad in the last 10 years for 3 months or more you will be required to obtain a certificate of good conduct/ police clearance from the countries you have resided in . It is your responsibility to obtain this clearance and at your cost

Details of how to obtain such a check from the relevant authorities abroad are available online at:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

If the country concerned is not listed, you will need to contact the relevant embassy or consulate for further details. Contact details can be found online at:

<https://www.gov.uk/government/publications/foreign-embassies-in-the-uk>

For those that have taught overseas we will require proof of good conduct from the professional teacher regulating authority in the country in which you worked in addition to the Certificate of Good Character/police check

**Social Media checks**

In line with Government guidance, Keeping Children Safe in Education, we are required to undertake on line searches/ social media checks on shortlisted candidates to identify any information, incident or issue that has happened, which is publicly available online, and that may affect your suitability to work with children or the reputation of the school if you were to be employed.

If you are shortlisted, you will be asked to complete a data consent and self-declaration form which will ask you to provide details of your social media accounts / details of how to find your profile(s) on the internet. Failure to provide us with the information to allow us to undertake such checks will result in withdrawal of the invitation to interview.

Any information found in the public domain that could affect your suitability to work with children or the reputation of the school will be discussed with you and may result in any offer of employment that has been made being withdrawn.

**References**

You must provide two suitable referees to be able to provide factual information about you for us to consider as part of the recruitment process:

* Your first referee **must** be your current employer (or if you are not currently employed your most recent employer) and this needs to be completed by a senior person with appropriate authority (if your referee is school based then this should be the Headteacher)
* If you are not currently working with children but have done in the past, your second referee must be from an employer who can comment on your suitability to work with children.
* We do not accept open references ie “to whom it may concern”
* We only accept professional references and therefore cannot accept friends, relations, neighbours, work colleagues (unless they were your line manager and can advise on any disciplinary investigations) as named referees.
* Where possible please ensure one of your referees can comment on your suitability to work with children, this could be in a working or volunteering capacity (ie scout leader, class teacher if undertaken volunteering within a school, church/temple leader).
* If you have not previously worked with children and the role you are undertaking is of an administrative or technical nature then we will require one reference to be able to comment on your ability to do the role you are being appointed to

References will be called for before interview in line with DFE guidance and our safer recruitment policy and will be sent electronically to the referees you name on your application form. Please ensure that you have contacted your referee to ask them to provide a reference and ensure that their email address that you include in the application form is correct.

**Completion of the Application Form**

All roles are advertised on the Transform Trust website which links through to Sam Recruit which is an online application portal.

Please complete the application form before the closing date which will be detailed in the about the role section above <https://transformtrust.face-ed.co.uk/vacancies>

Please ensure that you follow the guidance on providing satisfactory referees who can comment on your suitability for the role and for working with children. One of your referees must be your current or most recent employer.

You are required to provide details of all employment since finishing full time education and account for any gaps in employment such as unemployment, maternity leave, raising a family, travelling, volunteering etc. The Sam Recruit system will highlight any periods that there are gaps and these will need to be completed before the application can be submitted

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. Please ensure that your supporting statement provides concise and specific examples to demonstrate your achievements and skills addressing the specific criteria as set out in the person specification. For those candidates who are invited to interview, this information will be explored further.

You are invited to complete and return the Equality and Diversity Monitoring section which forms part of the application form. The information on the form will be treated as confidential, and used for statistical purposes only. Those who are on the shortlisting panel will not have access to this information.

Any questions or queries about the role should be directed to the school details of which are included in the “about the role” section above.

**Transform Trust and its schools are committed to safeguarding and promoting the welfare of children and expects staff and volunteers to share this commitment. This appointment is subject to safer recruitment procedures, including satisfactory references, medical, Enhanced DBS with children’s barred list clearance and completion of safeguarding children in education training**

**8. The Recruitment Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills and experience against the criteria in the Person Specification.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
* Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
* Where appropriate any documentation evidencing change of name

Documents confirming any educational or professional qualifications that are necessary or relevant for the post i.e. degree certificate, QTS certificate

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient

You will also be asked to complete a self -declaration regarding your suitability to work with children and provide your consent to us holding certain data about you.

You will receive a letter or email with details of the interview process, what to prepare and what to expect i.e. teaching task, tasks relevant to the role and formal interview. All roles working in school will be subject to a formal interview as a minimum. 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

Unfortunately, due to the high number of applications we receive, we are not able to provide feedback if you are not shortlisted. The Sam Recruit system will send you an automated email once your application form has been successfully submitted which will advise that should you not hear from us within 10 working days of the closing date then you should assume that you have not been shortlisted on this occasion. Please do not be disheartened- check over your application form and see whether you think you could have given more evidence to meet the experience and qualities we are looking for ready for the next role that we may advertise.

If you are seriously interested in working for Transform Trust then why don’t you register for job alerts on our vacancies page <https://transformtrust.face-ed.co.uk/vacancies>. This will ensure that you receive email alerts as soon as role are advertised that fit your selected criteria

**9. Transform Trust Recruitment Privacy Notice**

As part of your application to join Transform Trust or a Trust member school, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and

organisations. We might also need to continue to hold your personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

**What information do we process during your application process?**

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to, and including, shortlisting stage:

* Your name and contact details (i.e. address, home and mobile phone numbers, email address);
* Details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
* Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (which you can withhold if you wish and does not form any part of the recruitment process);
* Details of your referees;
* Whether you are related to any member of our workforce; and
* Details of any support or assistance you may need to assist you at the interview because of a disability.

Under UK General Data Protection Regulation (UK GDPR) the lawful bases we rely on for processing employee information is under Article 6

(a) Consent: the individual has given valid consent for you to process their personal data for a specific purpose.

(b) Contract: the processing is necessary to perform a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

(c) Legal obligation: the processing is necessary for you to comply with the law (not including contractual obligations).

(e) Public task: the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.

and

In additional, concerning any special category data:

Article 9

(a) Explict Consent;

, (b) Employment, social security and social protection and

(f) Legal Claims or judicial acts.

**Following shortlisting stage, and prior to making a final decision**

* Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
* Confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
* Information regarding your criminal record (which should only be given under confidential cover);\*
* In line with Department for Education, Keeping Children Safe in Education safer recruitment requirements, information found from undertaking online and social media searches which is publicly available. This would be a check that considers safeguarding risks only and your suitability to work with children. In addition, any accessible on-line information that may significantly harm the reputation of the School/Trust would also be reviewed .The search will be independently undertaken by someone not involved in the recruitment / selection process. \*
* Information via the DBS process which may be regarding your criminal record, stated in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), as well as whether you are barred from working in regulated activity;\*
* Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
* Medical check to indicate fitness to work;\*
* A copy of your UK Passport (or other appropriate right to work documentation as listed on the Home Office list);\*
* If you are a teacher, we will check the Department for Education (DFE) Teachers’ Services about your qualified teaching status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts). If you have taught abroad we will require letter of professional standing from the professional regulating authority in the country you taught;\*
* For those working in a management role including line management of others we will check whether there has been a S128 direction made against you using Department for Education (DFE) Teachers’ Services portal.\*
* For those working with certain age groups we shall require you to complete a disclaimer confirming that you are not disqualified under The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 from working with children that are under the age of 8.\*
* If you have lived abroad in the last 10 years we will require sight of an original overseas check (such as a police clearance or certificate of good conduct) from all countries you have lived in;\*and
* Equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by Transform Trust, including in one of our schools, some of the information we collect will be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

**Where do we get information from during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (which will be provided directly by you), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), DFE and the Home Office, during the recruitment process. For online /social media searches we will use common search engines, on-line tools and social media platforms

**Why do we use this information?**

We will process your personal data during your application process for the purpose of complying with our legal obligations, carrying out tasks that are in the public interest, and taking the required steps with a view to entering into an employment contract with you.

This includes:

* To assess your suitability for the role you are applying for;
* To follow protocols before engaging in a contract with you;
* To check that you are eligible to work in the United Kingdom
* To check that you are not prohibited from teaching; and
* So that we are able to monitor applications for posts in Transform Trust to ensure that we are fulfilling our obligations under the public sector equality duty as part of the Equality Act 2010.

**How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are successful, then the duration will depend on the type of information that has been gathered.

For further detail please ask to see the appropriate section of our Information Register which details our retention and storage of information.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

**Who will we share information with about your application?**

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and/or HR professionals.

**Rights in relation to your personal data**

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the Trust Data Protection Officer.

You also have the following rights:

* the right to be informed about the collection and use of your personal data – this is called ’right to be informed’.
* the right to ask us for copies of personal information we have about you – this is called ’right of access’, this is also known as a subject access request, data subject access request or right of access request.
* The right to ask us for access to information about you that we hold.
* The right to have your personal data rectified, if it is inaccurate or incomplete-. this is called ‘right to rectification’
* The right to request the deletion or removal of personal data where there is no compelling reason for its continued processing- this is called ‘right to erasure’.
* The right to restrict our processing of your personal data (i.e. permitting its storage but no further processing)-. this is called ‘right to restriction of processing’.
* the ‘right to object to processing’ of your information, in certain circumstances
* The right not to be subject to decisions based purely on automated processing where it produces a legal or similarly effect on you.
* rights in relation to automated decision making and profiling.
* the right to withdraw consent at any time (where relevant).
* the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

* right to erasure does not apply when the lawful basis for processing is legalobligation or public task.
* right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
* right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t haven’t the right to object, but you have the right to withdraw consent.

**Withdrawal of consent and the right to lodge a complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting

Jill Wilkinson, Transform Trust Data Protection Officer if the role you have applied for is centrally by the Trust: [dataprotection@transformtrust.co.uk](mailto:dataprotection@transformtrust.co.uk); or, if in one of our schools, the Headteacher who is the Data Controller for their school.

Please also refer to our Data Protection Policy for further details on making requests for access to personal data

The law does not oblige the Trust and our schools to comply with all requests. If the Trust and/or school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

**Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Controller (Rachel Hannon) in the first instance, however an individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>

**Contact**

If you would like to discuss anything in this privacy notice, please contact Jill Wilkinson,

or Rachel Hannon (Chief People Officer for Transform Trust [rachel.hannon@transformtrust.co.uk](mailto:rachel.hannon@transformtrust.co.uk)).

**10. Terms and Conditions**

We operate within the Burgundy (Teachers) and Green book (Support) national pay and conditions schemes in respect of sickness related absence, annual leave and family related leave (maternity, paternity leave and shared parental leave). Staff are encouraged to be members of a relevant Professional Association.

We operate a system of collective bargaining with Recognised Trade Unions which means we consult jointly with employee representatives on people policies and terms and conditions of employment. The Unions recognised by the Trust are as follows: NEU, NASUWT, UNISON, GMB, UNITE, NAHT and ASCL.

The Trust HR team meet with employee representative groups through a Trust JCC (Joint Consultative Committee). This joint dialogue about employee conditions of employment offers transparency and openness around any decisions that may impact on our employee’s.

As Trade Unions are recognised by the Trust your contract of employment indicates you are entitled and encouraged to join a Trade Union and also that this arrangement is in place.

Pension Teachers Pension Scheme/ Local Government Pension Scheme

Employee Benefits: Employee Discount scheme (Vivup and Health Assured);

Flu Jabs

Salary Sacrifice Schemes eg cycle to work

Discounted Leisure club membership for some Local Authority Leisure Centres

Right to work: The successful applicant will need to provide proof of the right to work in the UK before taking up the post

Safeguarding: The successful applicant must have a clear enhanced DBS with children’s barred list check in place before starting the new position and complete level 2 safeguarding training on taking up the post.